

STUDIO GUIDE



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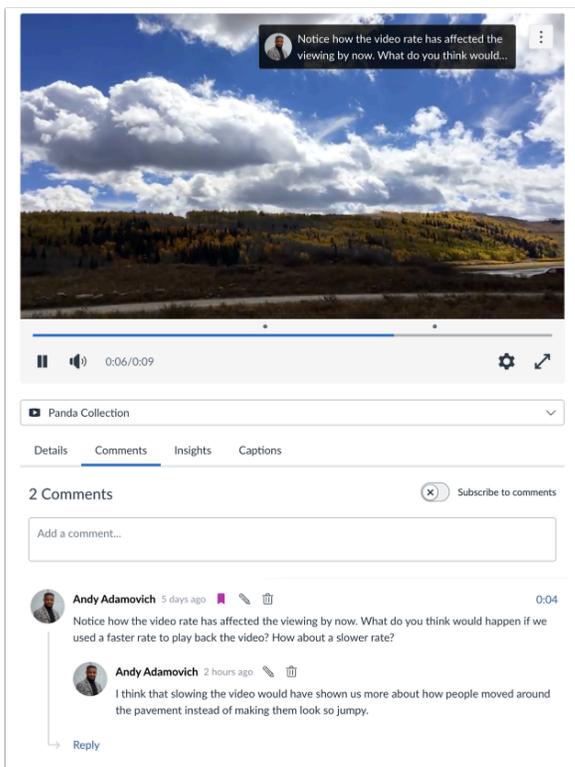
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Studio Basics

What is Canvas Studio?

Canvas Studio is a communication tool that allows instructors and students to actively collaborate through video and audio media. Learn more about [Canvas Studio for Higher Education](#) and [K-12](#).

Student and Instructor Engagement

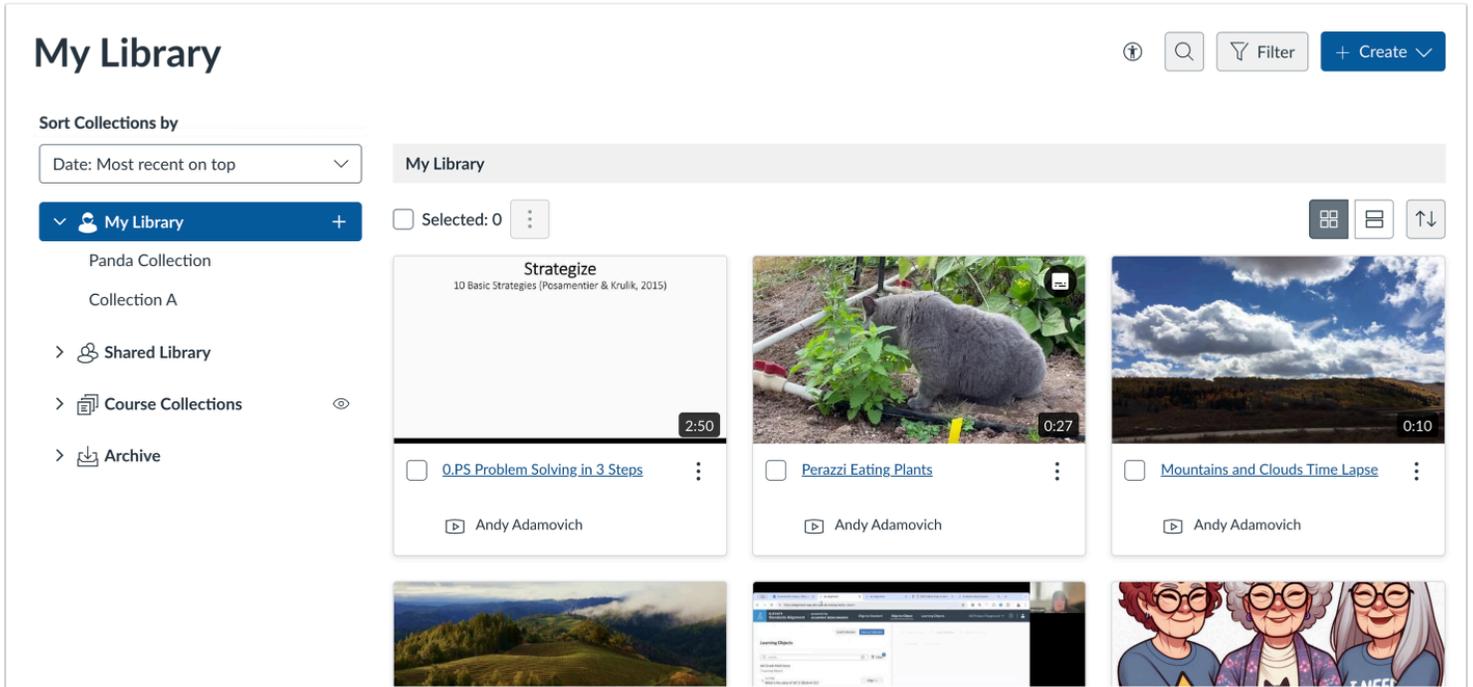


The screenshot displays a video player interface. At the top, a video frame shows a landscape with a road and trees under a blue sky with white clouds. A text overlay on the video reads: "Notice how the video rate has affected the viewing by now. What do you think would...". Below the video frame is a progress bar showing 0:06/0:09. Underneath the video player, there are tabs for "Details", "Comments", "Insights", and "Captions". The "Comments" tab is active, showing "2 Comments" and a "Subscribe to comments" button. A comment input field is present with the placeholder text "Add a comment...". Below the input field, two comments are visible. The first comment is by "Andy Adamovich" posted "5 days ago" at "0:04" and reads: "Notice how the video rate has affected the viewing by now. What do you think would happen if we used a faster rate to play back the video? How about a slower rate?". The second comment is also by "Andy Adamovich" posted "2 hours ago" and reads: "I think that slowing the video would have shown us more about how people moved around the pavement instead of making them look so jumpy." A "Reply" button is located below the second comment.

Studio's interface lets students and instructors engage with media content by commenting directly on the media timeline. Students can learn from each other's insights as well as from the instructor's direction and feedback.

Comments are noted with the posting time and date, along with the aligned time in the media. Comments can also be shown as inline comments in the timeline while viewing the media. Users can also post replies to comments as well, which can supplement the comments and are not part of the timeline display.

Asset Management



The screenshot displays the 'My Library' interface in Canvas. At the top left, the title 'My Library' is shown. To the right are search and filter icons, and a '+ Create' button. Below the title, there's a 'Sort Collections by' dropdown menu set to 'Date: Most recent on top'. A sidebar on the left lists collection categories: 'My Library' (selected), 'Panda Collection', 'Collection A', 'Shared Library', 'Course Collections', and 'Archive'. The main area shows a grid of video assets. The first asset is titled 'Strategize' (10 Basic Strategies (Posamentier & Krulik, 2015)) with a duration of 2:50. Below it are two more assets: 'O,PS Problem Solving in 3 Steps' (2:50) and 'Perazzi Eating Plants' (0:27). The second row shows 'Mountains and Clouds Time Lapse' (0:10) and a partially visible asset. Each asset card includes a checkbox, a title, a duration, and the creator's name 'Andy Adamovich'.

In a Studio account, Studio's asset management [automatically organizes media](#) to help users find content easily.

Details Comments Insights Captions

Title *

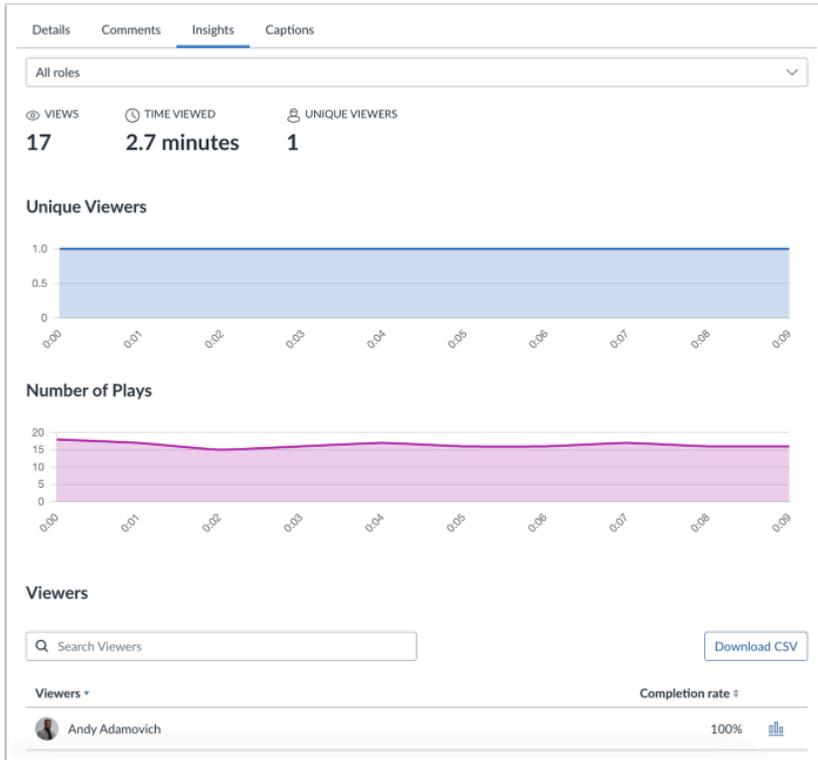
Description

Tags

Cancel Save

For instructors, any media added to a course is created as a separate collection so they can [edit media details and tags](#) for better organization and searchability.

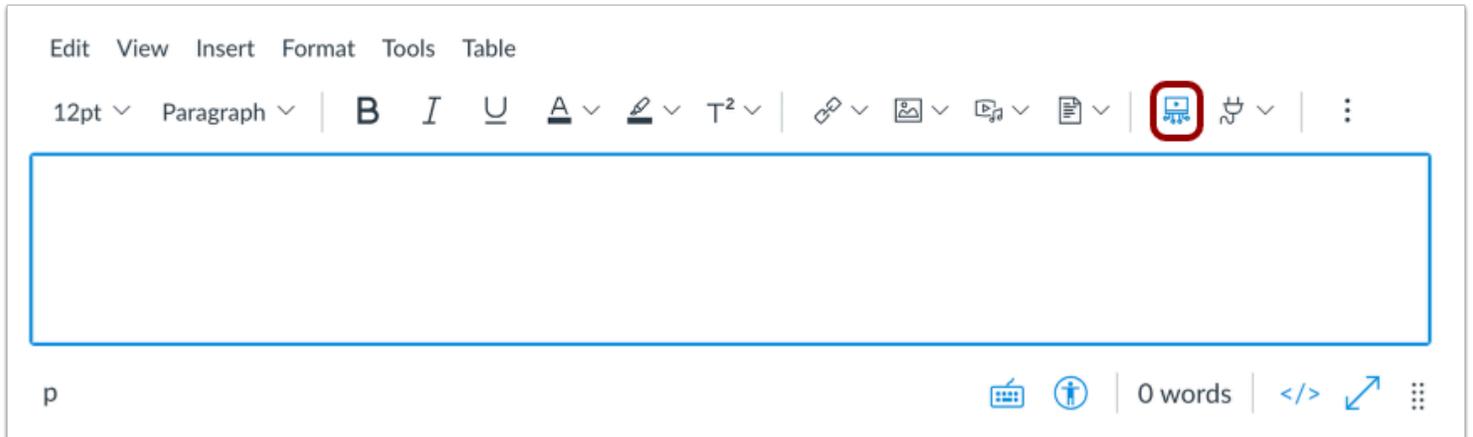
Analytics



Media owners can also [view media engagement](#) through user analytics. Unlike other media sites, Studio analyzes views on a per-user basis.

Studio's analytics allow instructors and administrators to quickly and easily analyze the media students are viewing, how long they are viewing, and when they stop viewing. This information allows instructors to optimize media to communicate critical information more effectively and monitor student behavior.

Canvas Integration



Studio integrates with Canvas for a seamless learning experience. Instructors can [embed Studio media in a Canvas course](#) through the Rich Content Editor, which is available in multiple feature areas including Assignments, Discussions, and Pages.

How do I access Canvas Studio?

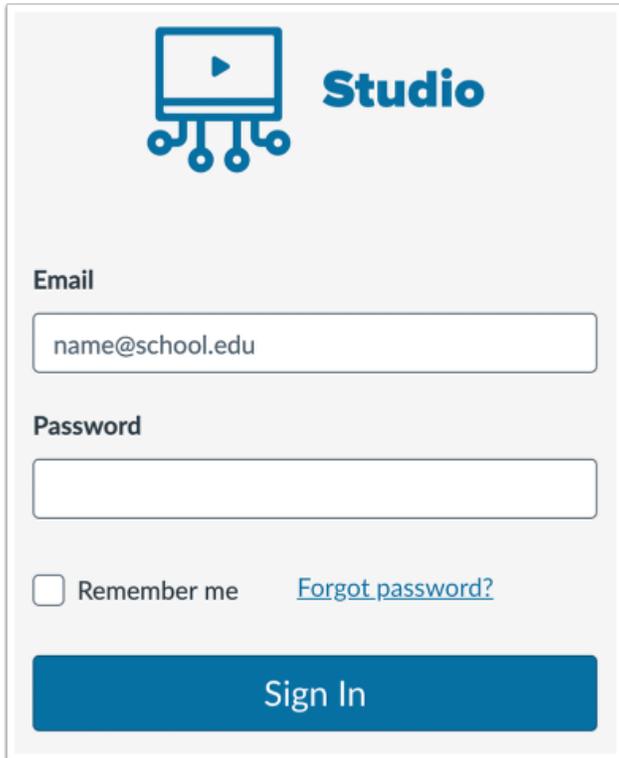
You may be able to access Canvas Studio using a standalone [Canvas Studio site](#), or your institution may have configured the Canvas Studio integration for Canvas LMS.

You can [use a Studio account](#) to view, share, and comment on any uploaded video or audio media file.

Access Overview

- Users can upload and manage media files at any time
- Users who upload media are considered to be the media owner
- Media owners can manage all media settings and functionality including setting user details and viewing analytics
- Media owners can manage comments in their media
- Media owners can share media with other users and grant viewing or editing access
- Media always allow and display comments
- Media include a link and embed code to use in public sites (comments are never displayed)

Studio Site



The screenshot shows the Canvas Studio login interface. At the top left is a blue icon of a screen with a play button and three legs. To its right is the word "Studio" in a bold, blue, sans-serif font. Below this is a form with the following elements: a label "Email" above a text input field containing "name@school.edu"; a label "Password" above an empty text input field; a checkbox labeled "Remember me" followed by a blue link "Forgot password?"; and a large blue button at the bottom with the text "Sign In" in white.

If your institution uses a Canvas Studio site, you can access Canvas Studio from your institution's Studio site URL.

Additionally, a separate login site is provided for admins at institutions that use Studio with Canvas LMS. This site is separate from Canvas and is hosted in a separate URL. However, all other content in the Studio site is the same as in a Studio account.

Accessing this site requires an email invitation to create a user password. Any user who receives an email invitation can [access the Studio site](#).

Access Overview

- Users must log in to a separate URL
- Users have the same access as standard Studio accounts
- Users with Studio admin roles can manage users

Note: If your institution enables Canvas authentication, you can log into your Studio site with your Canvas credentials.

Canvas

When integrated with Canvas LMS, Studio may be accessed from the Global Navigation menu, from the Course Navigation menu (for instructors), and as an external tool in the Rich Content Editor. The Canvas Studio integration allows for the seamless integration of media interaction in teaching and learning.

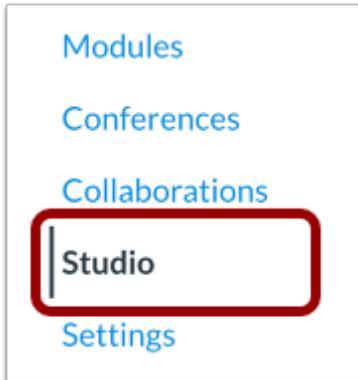
Canvas Global Navigation Menu



When Studio is enabled for all users at an institution, the Global Navigation Menu displays a **Studio** link. You can access your Studio account from anywhere in Canvas.

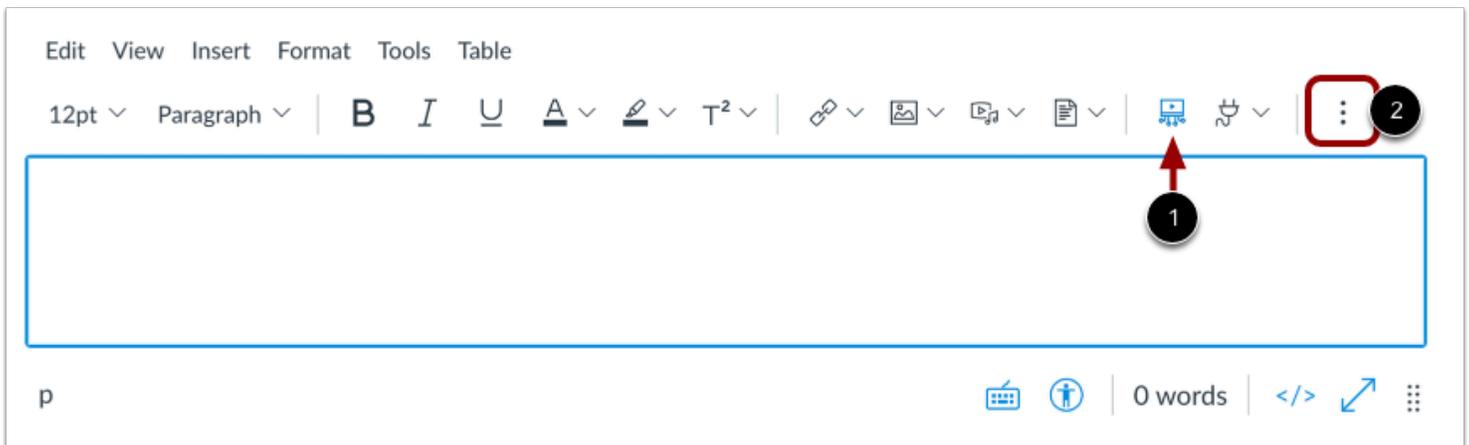
Note: If the Global Navigation Menu does not display a Studio link, you may still have access to Studio through the Rich Content Editor.

Course Navigation Link



Instructors can view and access their Canvas Studio account from the [Course Navigation Studio link](#).

Rich Content Editor



Multiple Canvas features use the Rich Content Editor, including Assignments, Discussions, and Pages.

Even if you do not have direct access to Studio through the Global Navigation menu, you may be able to [access Studio through the Rich Content Editor](#). However, access through the Rich Content Editor includes modified functionality and gives more control to the course instructor.

To open Studio, click the **Studio** icon [1]. If the icon does not display directly in the toolbar, you may need to click the **Options** icon [2].

Access Overview

- Users can only access their Studio account when using the Rich Content Editor, including media uploads
- Students who upload a media file in either a course or a group are not considered to be the video owner; a copy of the media is made for the course instructor to manage
- Media can be embedded with or without comments
- After media is embedded, instructors can manage all media settings and functionality for course media including setting user details and viewing analytics
- Instructors can manage comments in all course media
- Existing comments in embedded media are not included in course copies.

How do I use Canvas Studio?

A Canvas Studio account allows you to manage all your Studio media at any time. You can view, share, and comment on any uploaded video or audio media file.

When Studio is integrated with Canvas, users with instructor roles can also embed media within their courses.

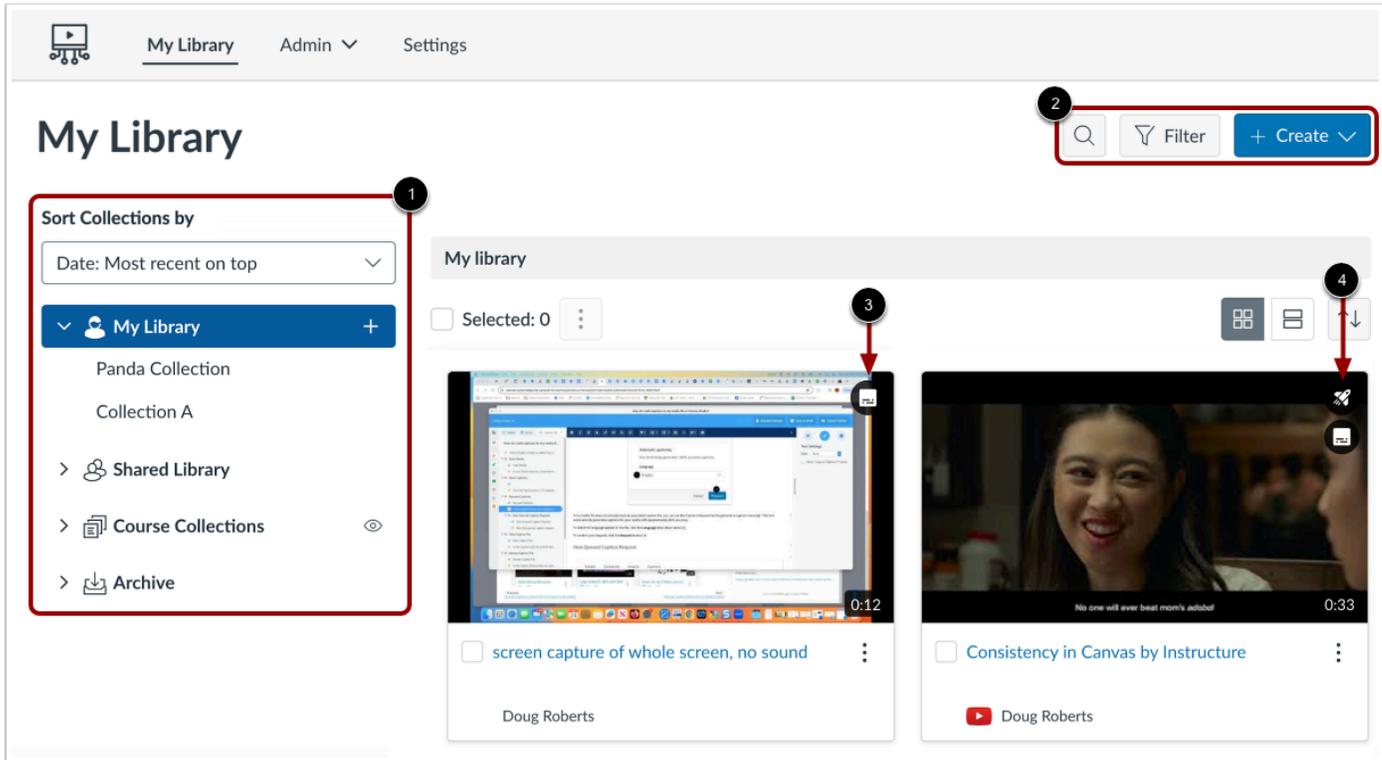
Media editing and management features are also available. For example, you can edit media, view insight analytics, and add captioning.

You can [access Canvas Studio](#) in two ways. If your account is integrated with Canvas, you can access it through your institution's Global Navigation Menu. Alternatively, you can access it through a separate Studio site (most commonly for admins).

Notes:

- If your Canvas Global Navigation Menu does not include a link to Studio, and your institution did not provide you with an email to log into the Studio site, you can always access Studio through the Rich Content Editor Studio icon, though full functionality is limited. If you are an instructor, you can also access Studio through the Course Navigation Menu.
- The Canvas Studio Media Player supports keyboard shortcuts. View the [Studio Media Player Keyboard Shortcuts](#) document.

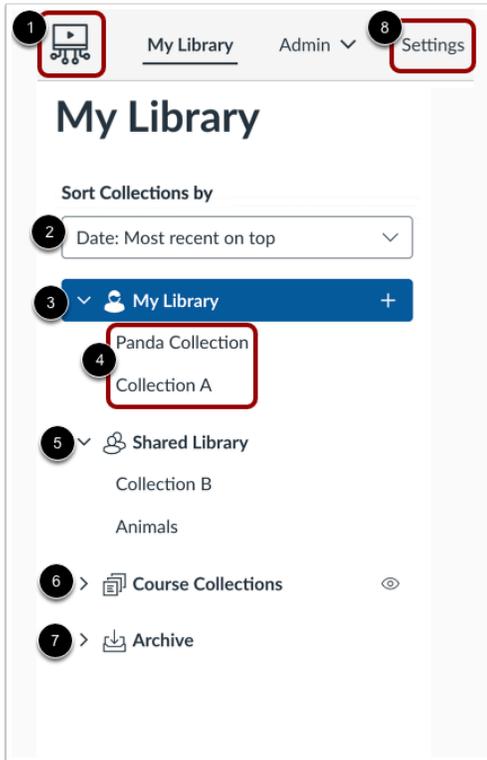
View Canvas Studio



In Canvas Studio, the My Library page displays a Sort Collections by menu [1] and Search, Filter, and Create buttons [2].

Media that includes captioning displays a Caption icon [3], and media that includes a video quiz displays a Quiz icon [4].

View Studio Navigation



To return to the My Library page from any other page, click the **Home** icon [1].

In the My Library page, the most recently uploaded media in each collection displays first by default. To switch to a different sorting method, click the **Sort Collections by** drop-down menu and select a different sorting method [2].

To view your uploaded media, click the **My Library** drop-down menu [3]. You can also [create a collection](#) within this section [4].

To view all media that has been shared with you, click the **Shared Library** drop-down menu [5].

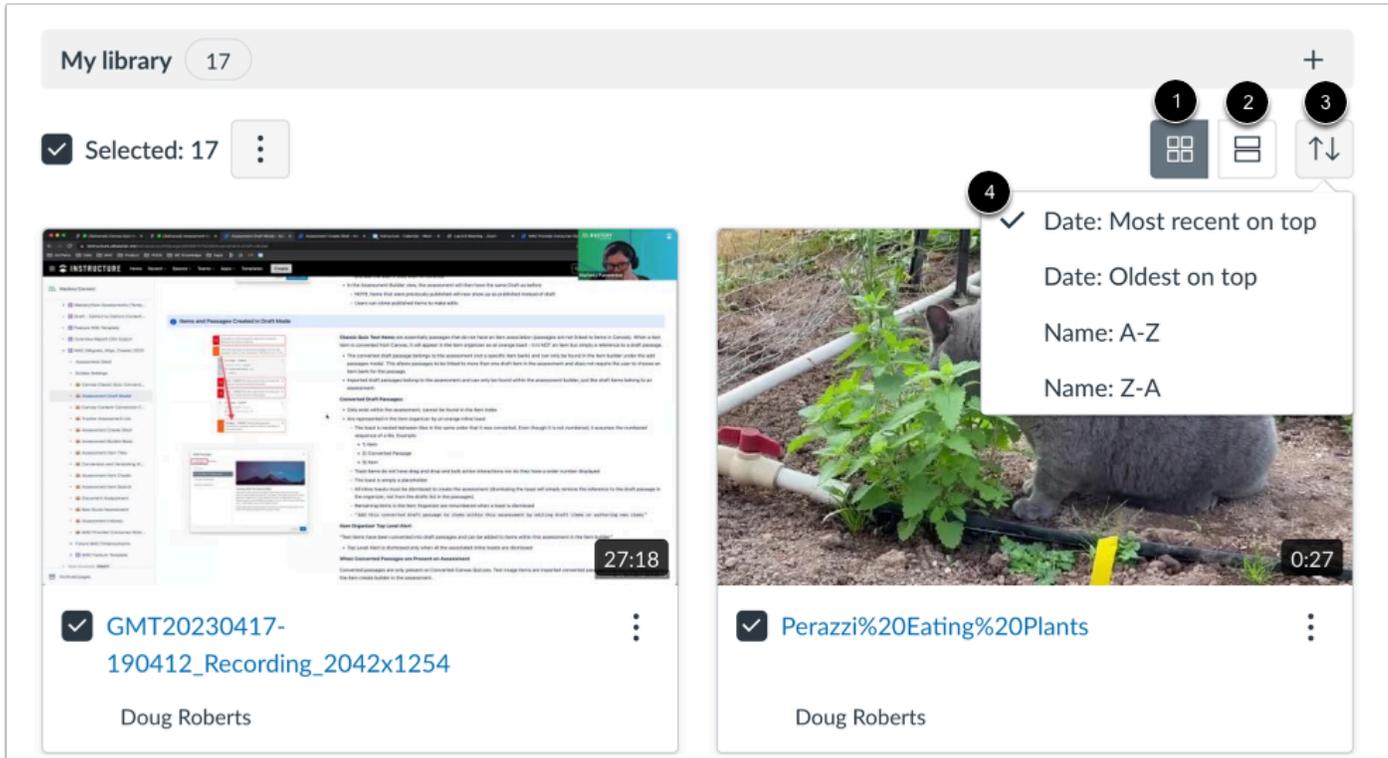
For instructors, any media you [added to a course](#) or [embedded in a discussion](#) is automatically saved in the Course Collections drop-down menu [6].

To view [archived](#) media items, click the **Archive** collection [7].

To view your Groups, Conferences, and Integrations, and manage your personal captioning settings, click the **Settings** tab [8].

Note: The Course Collections menu and Admin tab are only visible to users with Instructor or Admin roles.

Manage Media Display

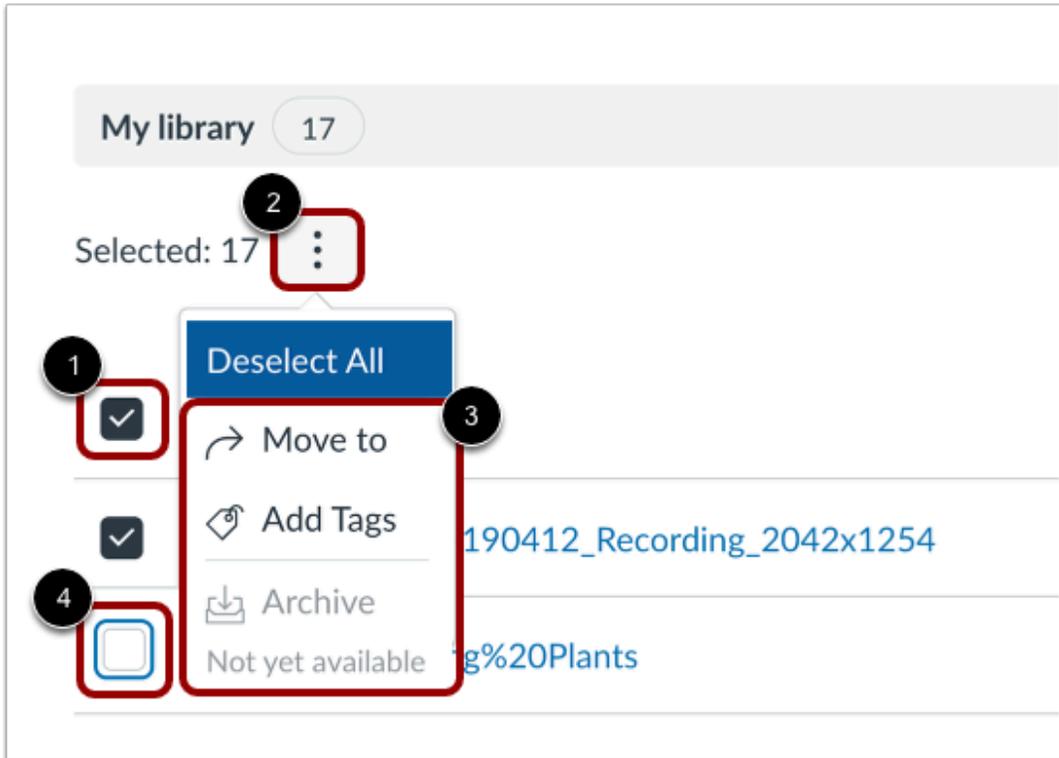


The screenshot shows the 'My library' interface with 17 items. Two items are selected: 'GMT20230417-190412_Recording_2042x1254' (27:18) and 'Perazzi Eating Plants' (0:27). A dropdown menu is open over the 'Perazzi Eating Plants' item, showing sorting options: Date: Most recent on top, Date: Oldest on top, Name: A-Z, and Name: Z-A. Numbered callouts 1-4 highlight the Grid View icon, List View icon, Reorder icon, and the sorting menu respectively.

To view media in a grid view format, click the **Grid View** icon [1]. To view media in a list, click the **List View** icon [2].

By default, the most recently uploaded media displays first. To re-order the media, click the **Reorder** icon [3]. Then, select a new order option from the list [4].

Bulk Manage Media



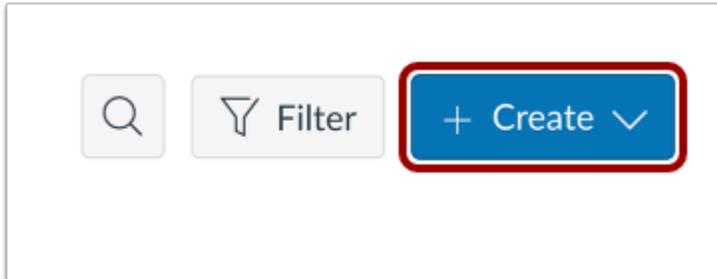
In the media libraries, media can be moved, tagged, and archived in bulk.

To bulk manage media click the **All** checkbox [1]. Then, click the **Options** button [2] and select to move, add tags, or archive all media [3].

To remove individual media from bulk options, click the checkbox to deselect the media [4].

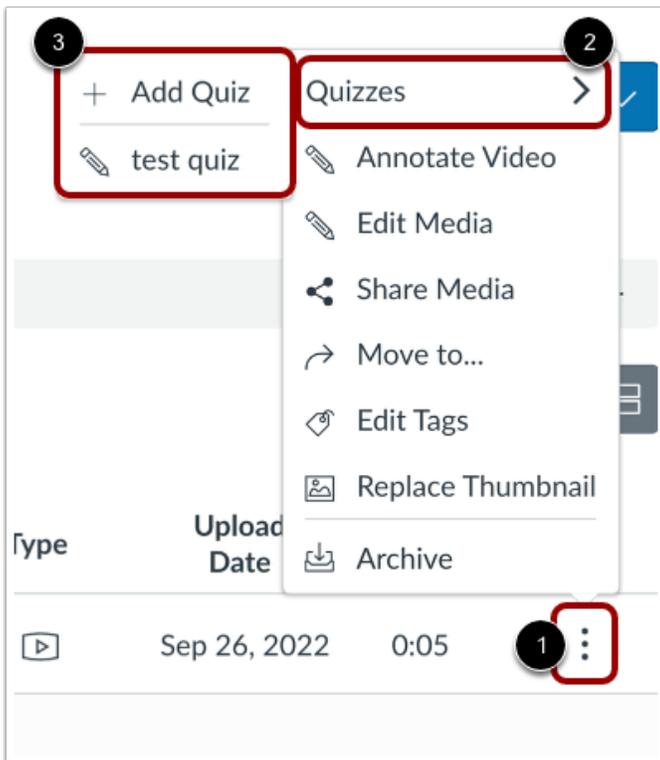
Note: Currently, bulk archiving is not available.

Add Media



To add media using screen capture, a webcam, or a file upload, click the **Create** button.

Edit Media



To view media editing options, click the **Options** icon [1].

To add or view a quiz, click the **Quizzes** menu [2], then select a quiz option [3].

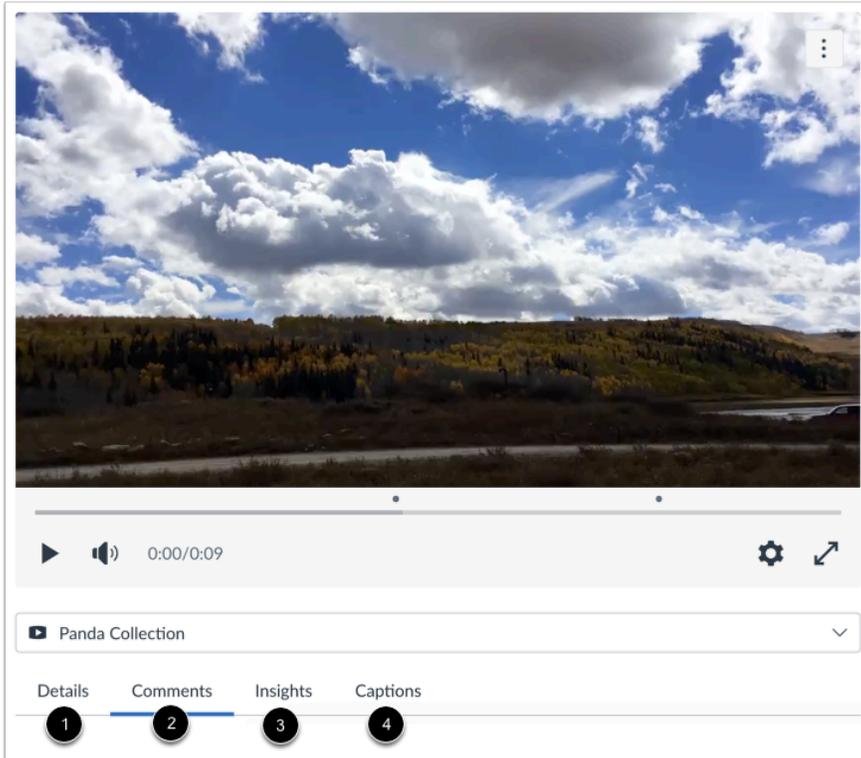
You can also [annotate a video](#), [edit media](#), [share media with users](#), [create a public link](#), [move media](#), [edit tags](#), [replace thumbnails](#), or [archive Studio media](#).

View Media

| | |
|--|--|
|  0:10 |  0:15 |
| <input type="checkbox"/> Clouds Time Lapse ⋮ | <input type="checkbox"/> bridge time lapse nyc ⋮ |
|  Andy Adamovich |  Andy Adamovich |

To view the media, click the media thumbnail.

Manage Media



Media tabs give you access to media [details](#) [1], [comments](#) [2], viewership [insights](#) [3], and the ability to [create, upload, or request automatic captions](#) [4].

How do I log in to an institution's Canvas Studio site?

If you receive an email welcoming you to Canvas Studio, you need to verify your account by setting up a password. This password is used to access a specific Studio site separate from Canvas. When you accept the account invitation, the login page displays the URL you should use to manage and access Studio.

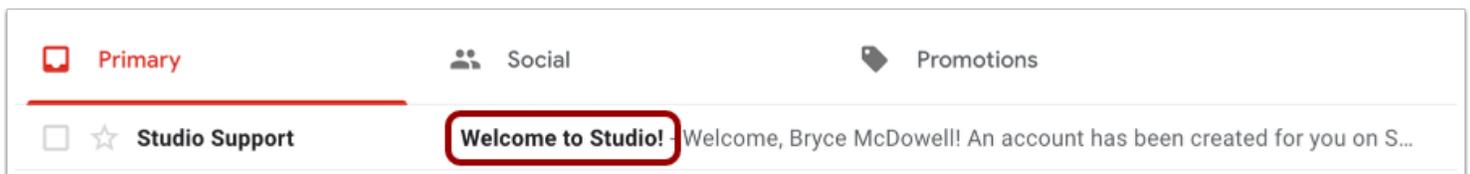
Most commonly, email invitations are only sent to users who are invited to Studio as admins. You can manage your Studio admin settings in Canvas.

The password you create for your Studio site currently does not sync with your Canvas login, so for best results, create the same password for Studio that you use for Canvas. If you choose a different password, you can reset your password in your Studio site at any time using the password reset link.

If your institution enables Canvas authentication, you can log into your Studio site using your Canvas credentials.

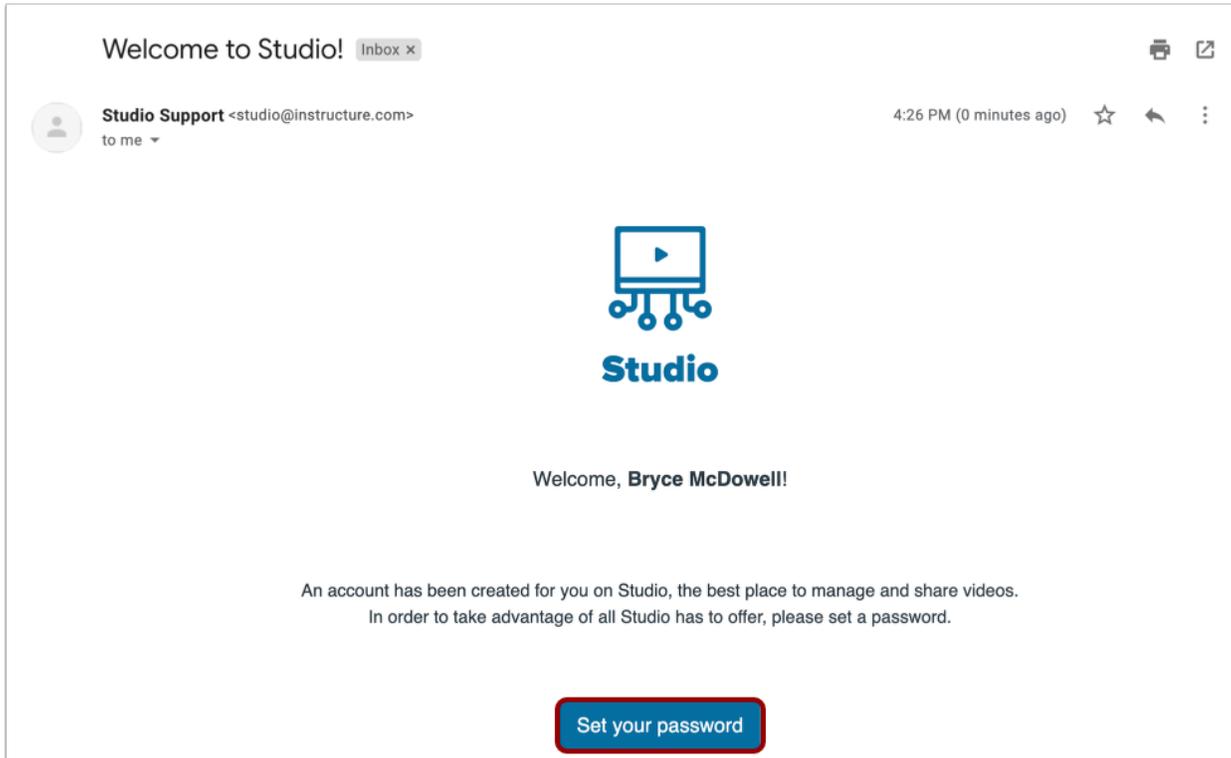
Except for the Studio site [user menu](#), Studio sites display the same content as found in a Studio [account](#).

Open Email



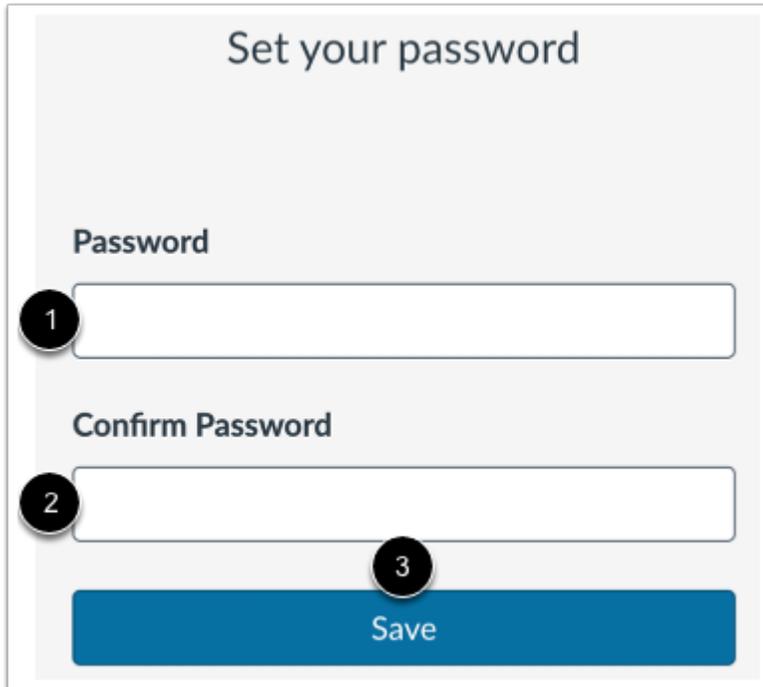
In your email inbox, open the welcome email. The subject line is *Welcome to Studio!*

Set Password



Click the **Set your password** link.

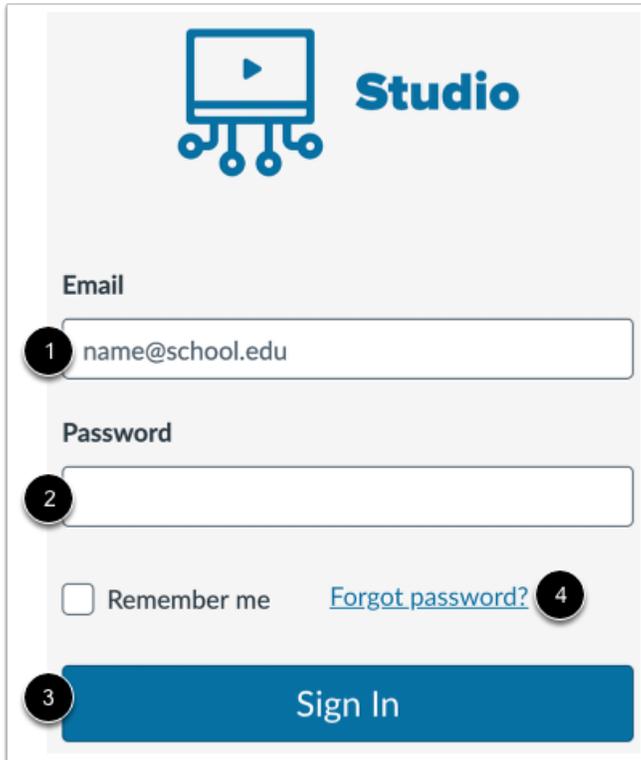
Create and Confirm Password



The screenshot shows a form titled "Set your password" with two input fields and a "Save" button. The first input field is labeled "Password" and has a callout "1" pointing to it. The second input field is labeled "Confirm Password" and has a callout "2" pointing to it. The "Save" button is a blue rectangle with the text "Save" and has a callout "3" pointing to it.

Enter a password for your account in the **Password** field [1]. Re-enter the same password in the **Confirm Password** field [2]. Click the **Save** button [3].

Log in to Studio



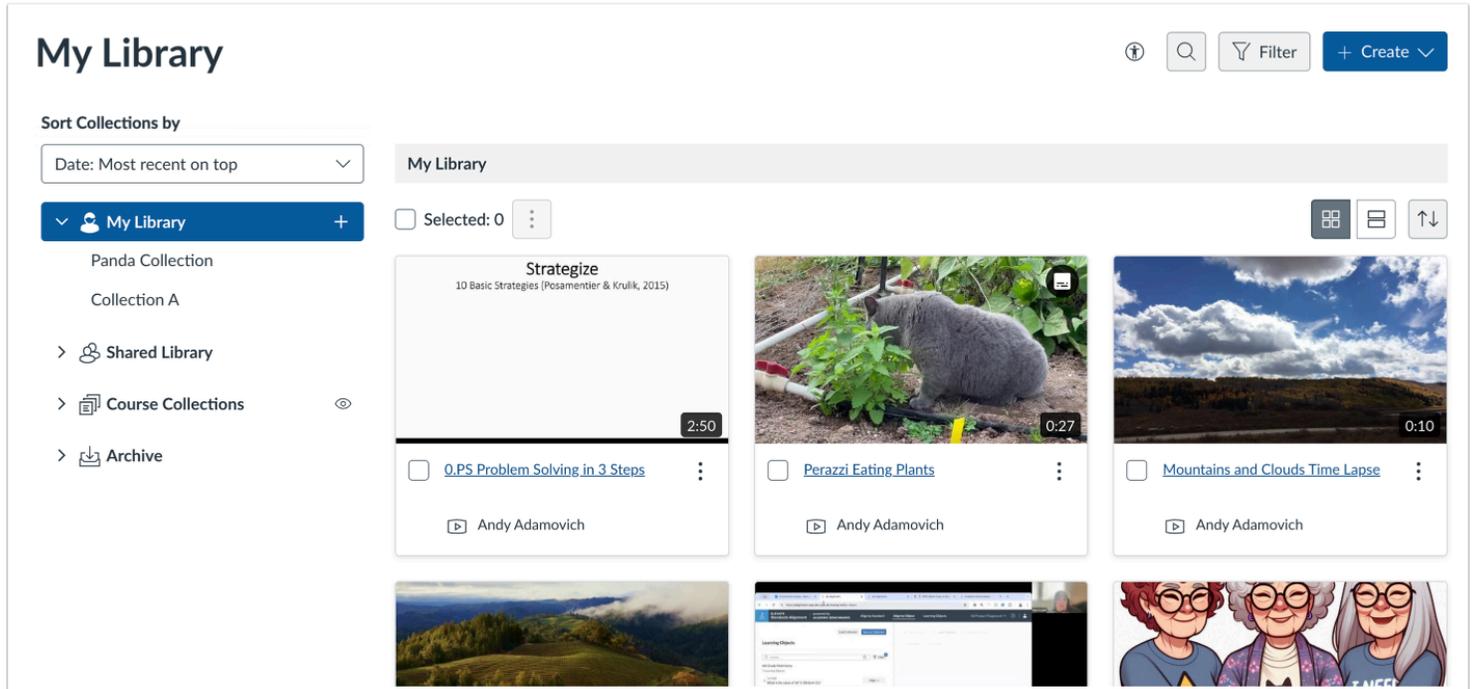
The password page refreshes and displays the login page for your Studio admin management site. You may want to bookmark this URL.

In the login page, enter your email address [1] and password [2]. Click the **Sign In** button [3]. If you forgot your password, click the **Forgot password?** link [4].

Notes:

- Studio sites follow a URL structure of **[your institution name].instructuremedia.com**.
- If your institution enables Canvas authentication, you can log into your Studio site with your Canvas credentials.

View Studio



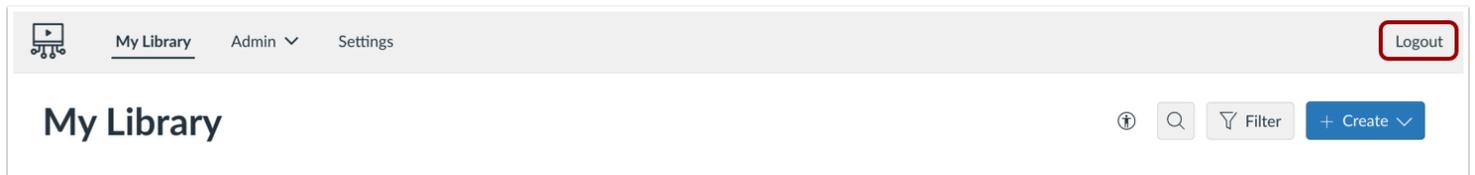
The screenshot shows the 'My Library' page in Canvas. At the top left, the title 'My Library' is displayed. To the right of the title are icons for help, search, filter, and a '+ Create' button. Below the title, there is a 'Sort Collections by' dropdown menu set to 'Date: Most recent on top'. A sidebar on the left lists collection categories: 'My Library' (selected), 'Panda Collection', 'Collection A', 'Shared Library', 'Course Collections', and 'Archive'. The main area shows a grid of video thumbnails. The first row includes a video titled 'Strategize' (10 Basic Strategies), 'Perazzi Eating Plants', and 'Mountains and Clouds Time Lapse'. The second row shows a landscape video, a screenshot of a Canvas interface, and a cartoon illustration of three people. Each video thumbnail includes a play button, a title, a duration, and the name 'Andy Adamovich'.

View your account in your Studio site.

How do I log out of a Canvas Studio site?

When you are finished in your Canvas Studio site, you can log out of your account.

Log Out



The screenshot shows the top navigation bar of a Canvas Studio site. On the left, there is a navigation menu with 'My Library' (underlined), 'Admin' (with a dropdown arrow), and 'Settings'. On the right side of the navigation bar, the 'Logout' button is highlighted with a red rectangular box. Below the navigation bar, the main content area displays 'My Library' on the left and a toolbar on the right containing a help icon, a search icon, a 'Filter' button, and a '+ Create' button with a dropdown arrow.

Click the **Logout** button.

What file formats does Canvas Studio support?

Canvas Studio supports video and audio playback and can upload specific media files up to 10 GB.

Supported Video Formats

Studio supports H.264 video playback.

Studio will accept the following video files for playback:

- flv – Flash Video
- asf – Windows Media
- qt – Apple QuickTime
- mov – Apple QuickTime
- mpg – Digital Video Format
- mpeg – Digital Video Format
- avi – Digital Video Format
- m4v – Digital Video Format
- wmv – Windows Media
- mp4 – Digital Video Format
- 3gp – Multimedia Mobile Format

Why did my video upload fail?

There are a few common things that cause uploaded videos to fail processing:

1. Your Quicktime file has external references. Quicktime allows you to edit videos, including adding pieces of separate video files. Unfortunately, saving from Quicktime merely references pieces of separate videos, which means that they're not included in the file that's uploaded.
2. Your video file contains a portion of either audio or video that is not supported.
3. Your video file is corrupt or its format is unidentifiable and doesn't match the file extension.

Supported Audio Formats

Studio will accept the following audio files for playback:

- mp3 – Digital Audio Format
- wma – Windows Media Audio
- wav – Waveform Audio File Format

Supported External Video Formats

Studio will accept videos from the following streaming platforms for playback:

- YouTube
- Vimeo

Note: Admins can restrict users from adding media via YouTube or Vimeo.

What are the computer specifications for Canvas Studio?

This is a list of basic computer system requirements to use Canvas Studio. It is always recommended to use the most up-to-date versions and better connections. Studio will still run with the minimum specifications, but you may experience slower loading times.

Screen Size

Studio is best viewed at a minimum resolution of 800x600.

Operating Systems

- Windows 8.1 and newer
- Mac OSX 10.6 and newer
- Linux - Chrome OS
- Chromebook - Chrome OS

Computer Speed and Processor

- Use a computer 5 years old or newer when possible
- 1GB of RAM
- 2GHz processor

Internet Speed

- Along with compatibility and web standards, Studio has been carefully crafted to accommodate low bandwidth environments
- Minimum of 512kbps

Screen Readers

- Macintosh: [VoiceOver](#) (latest version for Safari)
- PC: [JAWS](#) (latest version for Firefox; we currently do not support the Edge browser for accessibility)
- PC: [NVDA](#) (latest version for Firefox)
- There is no screen reader support for Studio in Chrome

Learn more about [supported accessibility in Studio](#).

Supported Browsers

Studio supports [Canvas browsers](#).

Languages

The Studio user interface inherits the browser's set language.

Studio on Mobile Devices

The Studio interface is optimized for desktop displays and is not officially supported on mobile browsers.

Mobile Browsers

Visit the Apple store or the Play store to download mobile browsers. The following major browsers are compatible with mobile devices:

iOS

- Safari
- Chrome
- Photon Flash Player (supports Flash)

Android

- Internet
- Firefox
- Chrome

Note: Android default browser varies per mobile device.

Canvas Mobile Operating System Native App Support

- iOS 7 and newer (versions vary by device)
- Android 4.2 and newer

How do I install the Screencast-o-Matic screen capture application?

The Screencast-o-Matic screen capture application can be downloaded and installed on both Microsoft Windows and Mac computers.

As an IT admin, you can install the screen capture application for Studio on common-use computers. You also have the option to silently install the screen capture application on users' computers within your organization.

Note: Screencast-o-Matic is required to record screen captures using Safari or Firefox browsers. It can also be used with Chrome or Edge browsers, but for those users, the [Canvas Studio Capture](#) option is recommended.

Download Installer for Windows

To download the screen capture application for Windows, open the following URL:

<https://files.instructuremedia.com/som/install/InstallScreenRecorderLauncher-2.22.0-JRE14-au.exe>

Once the installer is downloaded, run it with the /S install option to silently install the package to the computers.

Notes:

- The version number of the downloaded installer may change. Confirm the version number in the download before running the silent install command.
- This installer requires admin privileges. A version that doesn't require admin privileges is available from Studio while accessing the Screen Capture option.
- Silent install is compatible with device management software such as Intune or Airwatch. Installs are updated automatically, so maintenance of upgrades will be minimal. No other configuration options are required during install as further options are set up and synchronized automatically once a user launches the application.

Download for Mac

To download the screen capture application for Mac, open the following url: https://tw.instructuremedia.com/som_download/mac?version=somjre14.

To install the application, open the downloaded **dmg file** and start the “**Screen Recorder Launcher Setup**” from the Finder window.

Note: This installer works with both admin and non-admin privileges.

FAQ: What happens to a user's Canvas Studio media after they leave my institution?

Do admins have access to a user's Canvas Studio media if the user leaves the institution?

Yes, admins can access a user's Canvas Studio media at the course level. An admin can also export Canvas Studio media.

Admins can also ask the faculty member or student leaving the institution to group their media in a collection and share the collection with the admin.

Does a user's Canvas Studio media stay at the course level?

Yes, the user's media is associated with their user role. If a course-level user uploads or adds media to their library in Canvas Studio, their media is also accessible at the course level.

If a user has left my institution, can their videos be imported and exported to future courses?

Yes, you can make a course copy of their course and the existing embedded videos will be preserved. If the existing embedded videos are not preserved in the course copy, contact Canvas Support for help.

Copied courses can also be exported and used for import.

Studio Media Management

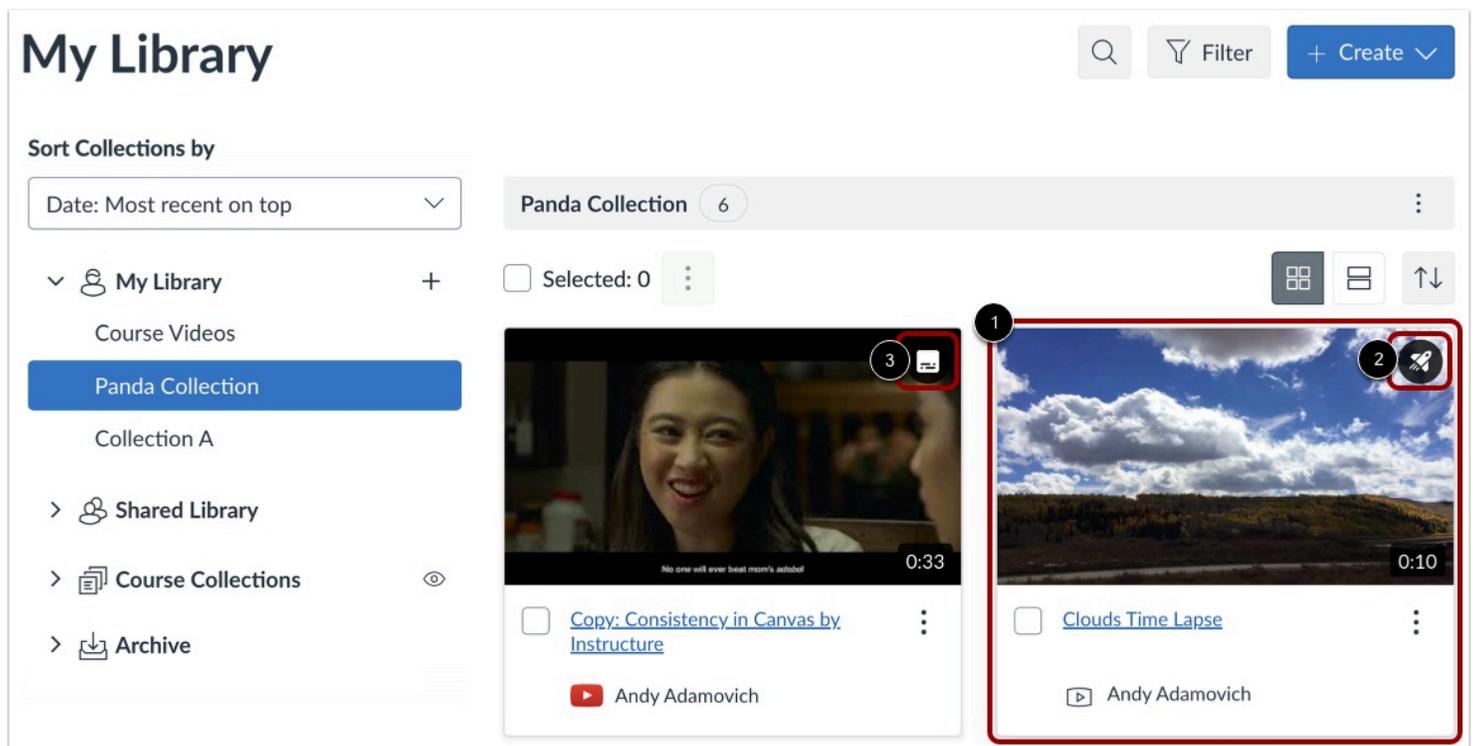
How do I play a media file in Canvas Studio?

In Canvas Studio, the media player includes a variety of options you can use to manage your viewing experience.

If your institution uses the Canvas Studio LTI in Canvas LMS, Studio media may be [embedded as part of a Canvas course](#) page or group content via the [Rich Content Editor](#). Embedded media in Canvas may or may not include the comments feature.

Note: The Canvas Studio Media Player supports keyboard shortcuts. View the [Studio Media Player Keyboard Shortcuts](#) document.

Open Media



The screenshot shows the 'My Library' interface in Canvas Studio. On the left, there is a sidebar with 'My Library' and 'Panda Collection' selected. The main area displays two video preview tiles. The first tile is titled 'Copy: Consistency in Canvas by Instructure' and has a duration of 0:33. The second tile is titled 'Clouds Time Lapse' and has a duration of 0:10. A red box highlights the second tile, with a circled '1' pointing to the top-left corner and a circled '2' pointing to the top-right corner. A circled '3' points to a quiz icon in the top-right corner of the first tile.

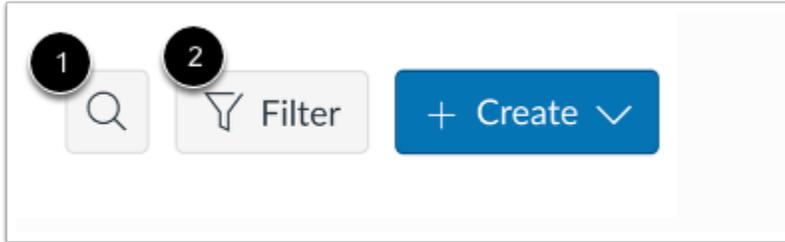
In Studio, the My Library page opens by default. The library displays media preview tiles with the most recently added media displayed first.

To open a media file, click anywhere in the preview tile [1].

Media that includes a video quiz displays the Quiz icon [2].

Media that includes captioning displays a Caption icon [3].

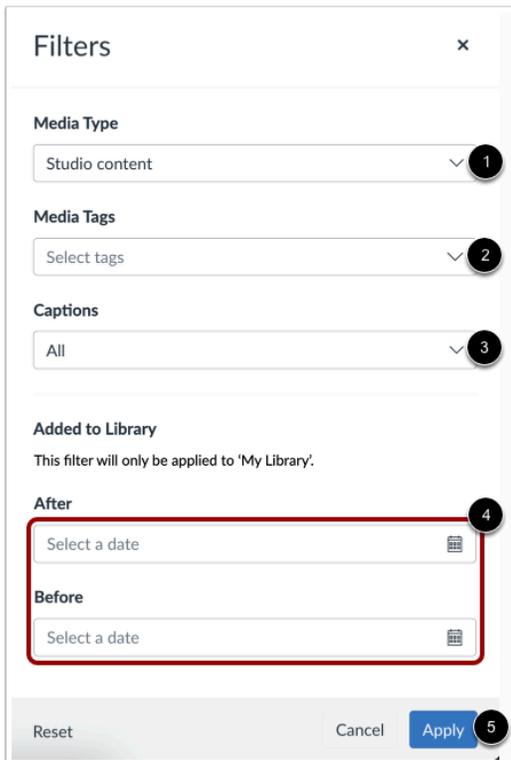
Open Search and Filter Options



To display the search field, click the **Search** button [1]. Then, enter a search term in the field.

To open the Filters tray, click the **Filter** button [2].

Filter Media



To filter media by type, click the **Media Type** drop-down menu [1].

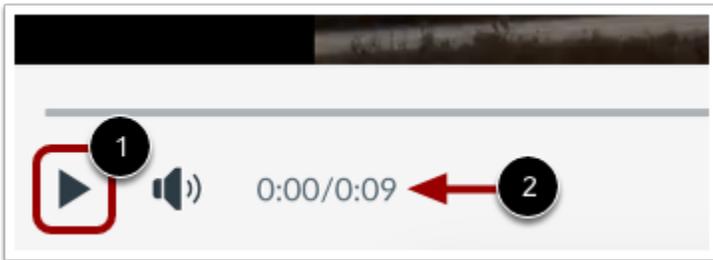
To view only media with specific tags, click the **Media Tags** drop-down menu [2].

To view only media with or without captions, click the **Captions** drop-down menu [3].

To view media by the date it was uploaded, enter dates in the **After** or **Before** fields [4].

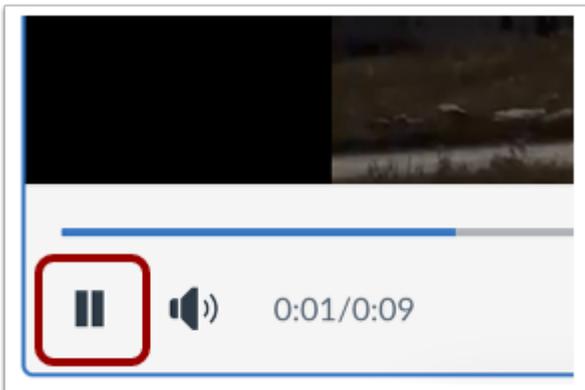
To save your selections, click the **Apply** button [5].

Play Media



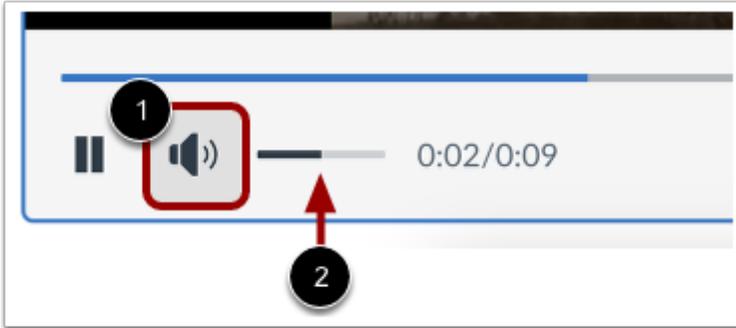
To play the video or audio file, click the **Play** button [1]. You can also view the total length of the media in the timeline [2].

View Timeline



To pause the media as it plays, click the **Pause** button.

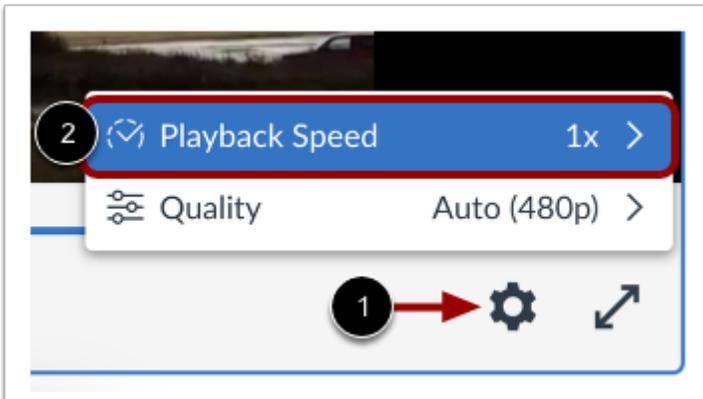
Set Volume



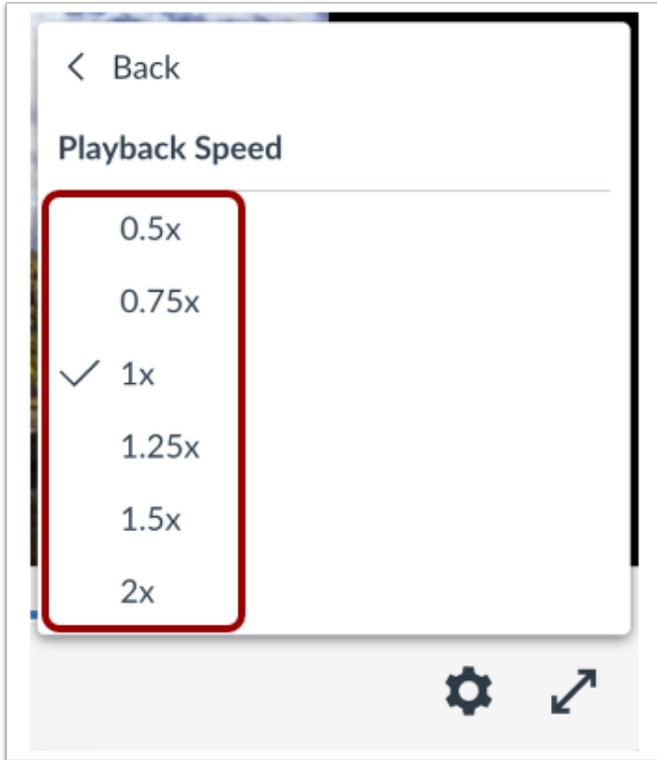
To set the playback volume for the media, click the **Volume** icon [1] then click and drag the volume indicator [2]. To decrease the volume, move the indicator to the left. To increase the volume, move the indicator to the right.

Note: Playback volume is based on the current volume set for your computer. You may also have to adjust the volume for your computer output.

Set Playback Speed

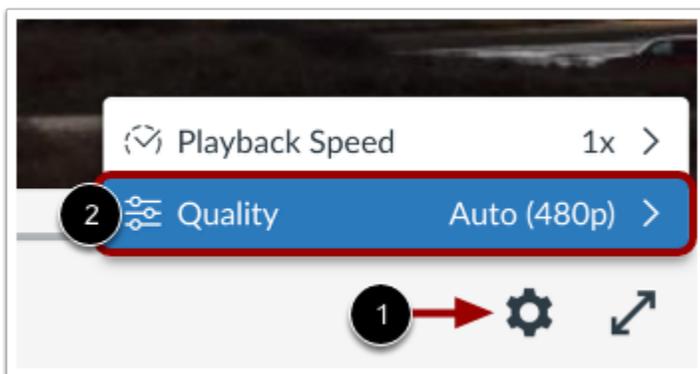


To set the playback speed of the media, click the **Media Settings** icon [1]. Then, click the **Playback Speed** link [2].

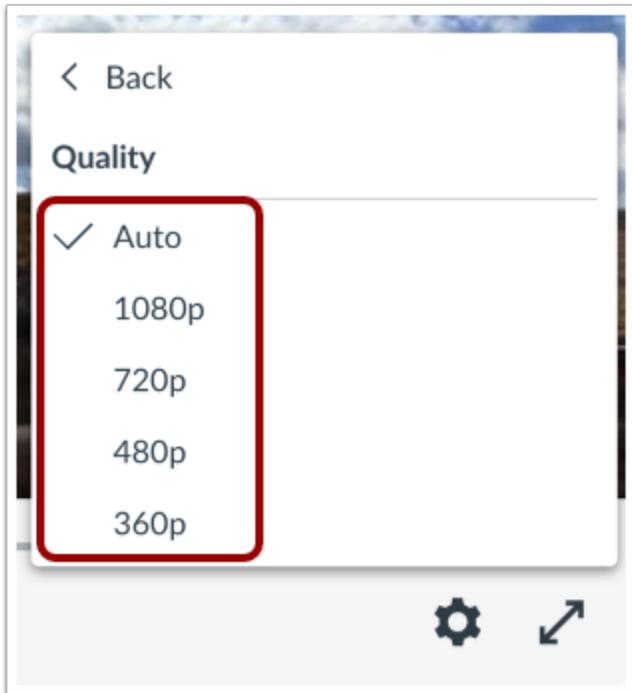


By default, the media plays at the set original speed (1x). You can slow the media playback (0.5x or 0.75x) or increase the playback speed (1.25x, 1.5x, or 2x). To manage the playback speed, select an option.

Change Video Quality

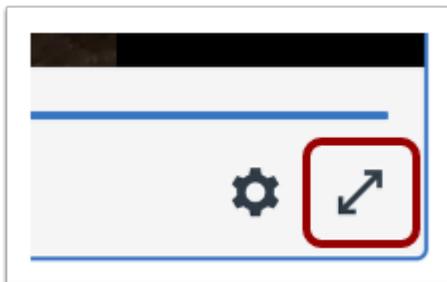


Video quality automatically adjusts based on available bandwidth. To change the video quality, click the **Media Settings** icon [1]. Then, click the **Quality** link [2].



Select your preferred video quality.

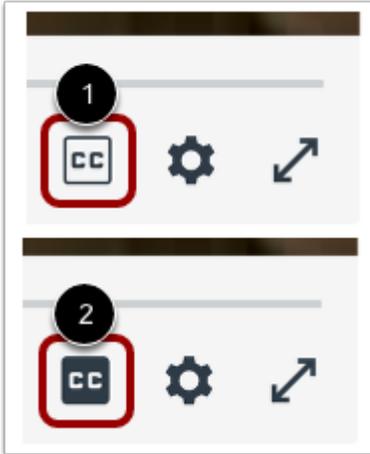
View Full Screen



To view the video in full screen, click the **Full Screen** icon.

Note: Not all media uploads include a full screen option.

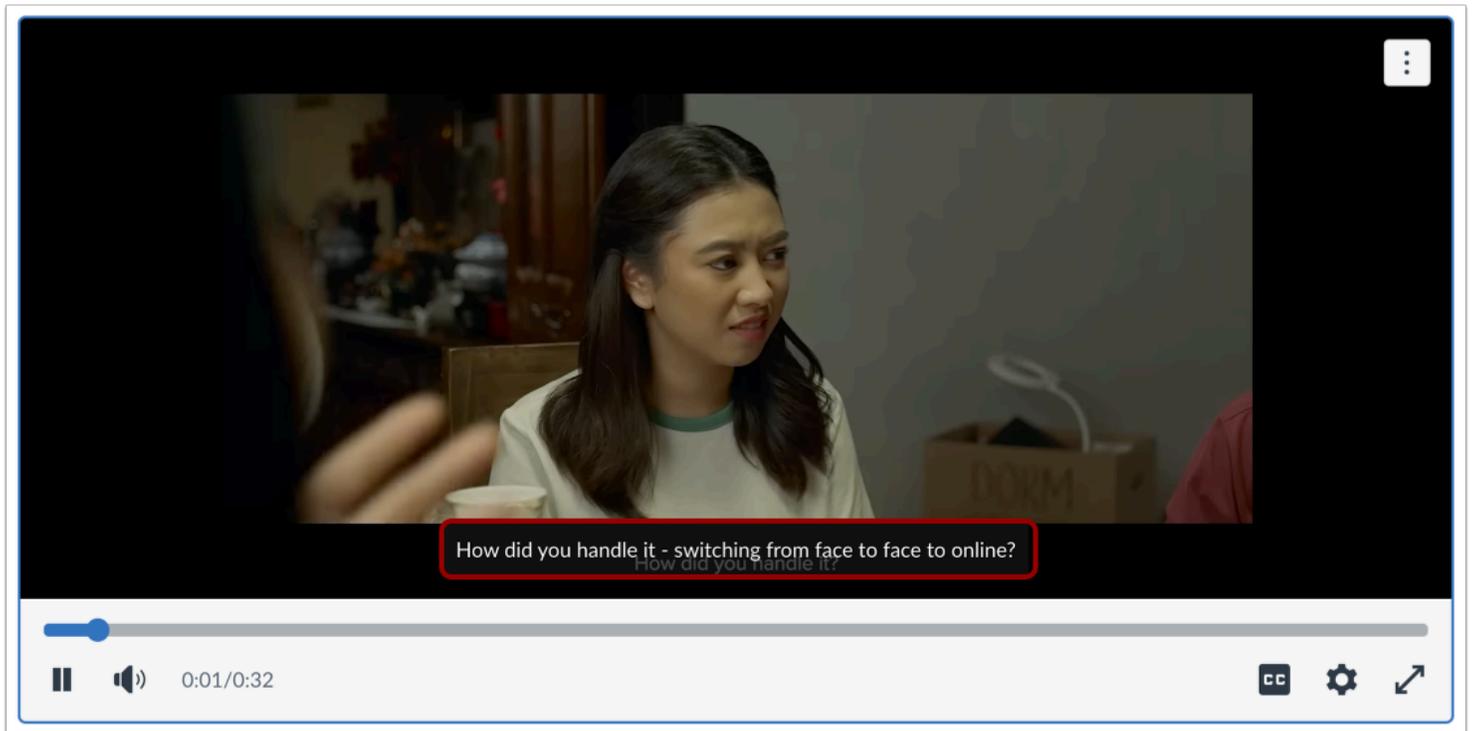
Turn Captions On or Off



If the media file includes a caption transcript, you can turn captions on and off from the media player.

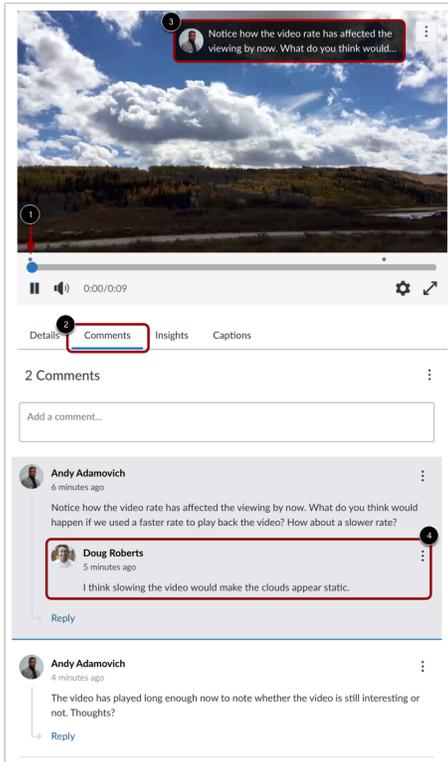
To enable captions for the media, click the **Closed Captions** icon [1]. To turn it off, click the **Closed Captions** icon again [2].

View Captions



When closed captioning is enabled, you can view the text as the video plays. The media player also includes a variety of options you can use to [customize your caption viewing experience](#).

View Comments

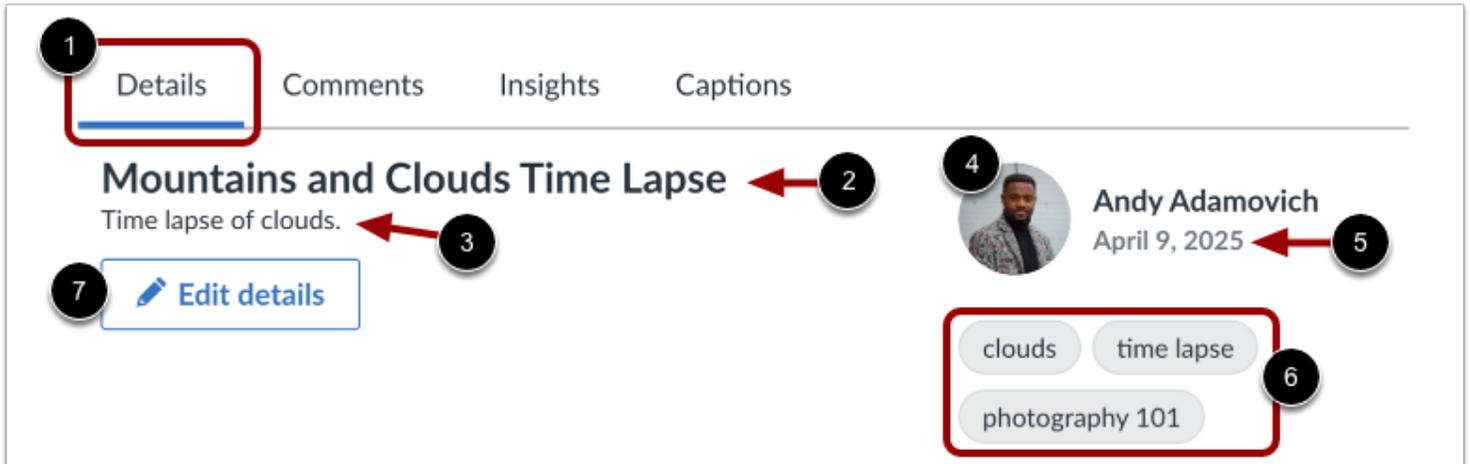


Timeline dots indicate [comments added by a user](#) [1].

To view the comments, click the **Comments** tab [2]. A comment then displays in the media player [3]. Comments are arranged chronologically by time and are highlighted as they appear in the media timeline.

Comments can also include replies from other users [4]. Studio displays the first five replies. However, if a comment includes more than five replies, you can load additional replies.

View Media Details

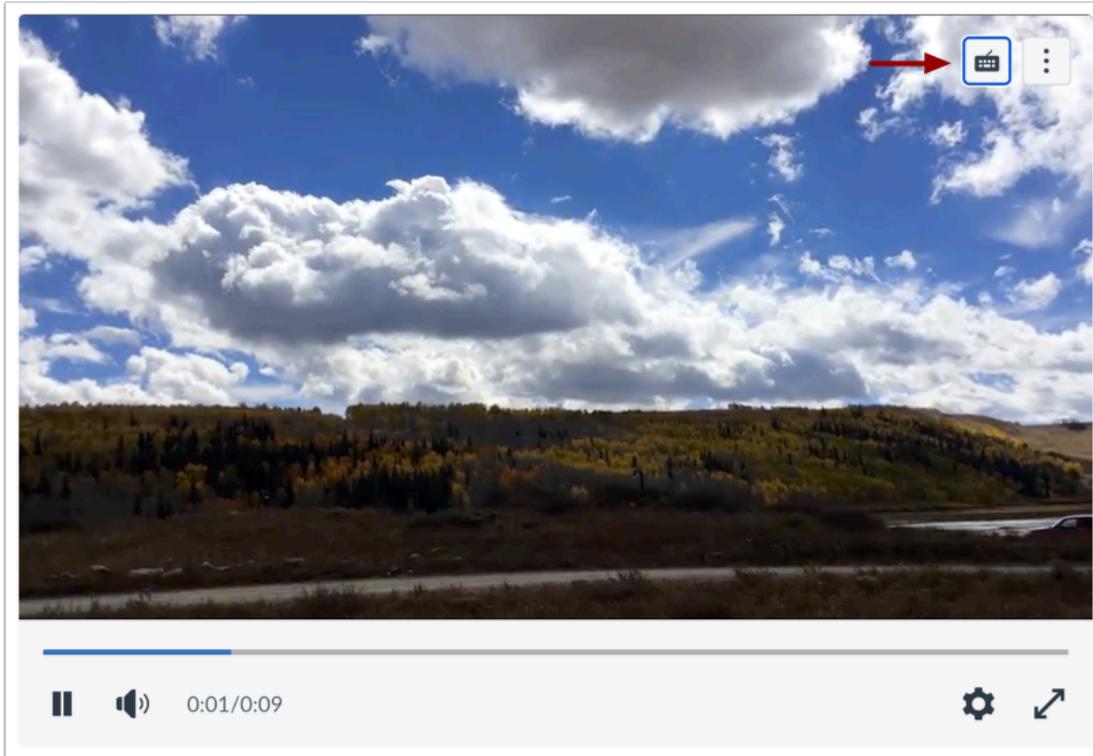


In the **Details** tab [1], you can view the following:

- Name of the video [2]
- Description [3]
- The profile picture (if supported) and name of the user who uploaded the media [4]
- The date the media was uploaded [5]
- Any tags associated with the media [6]

If you uploaded the media, you can also [edit the details](#) of the media [7].

View Keyboard Shortcuts



You can navigate through the Studio media viewer with your keyboard by pressing the **Tab** key consecutively. This is an accessibility feature for keyboard-only users.

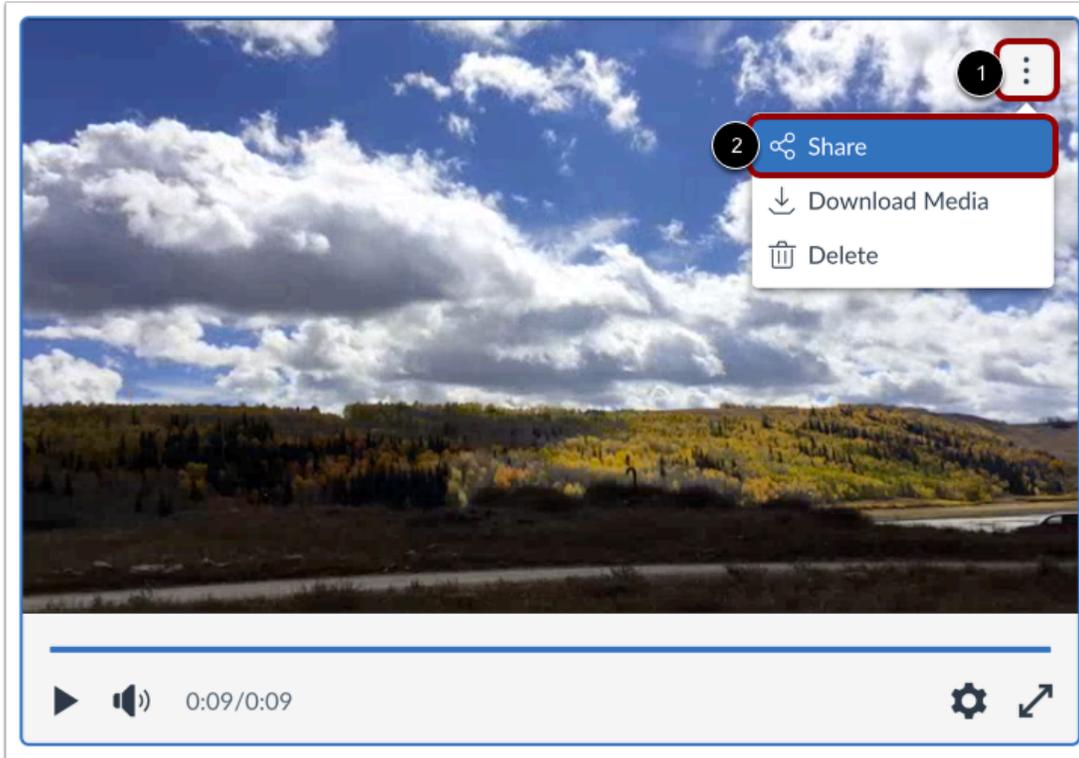
Press the **Tab** key to cycle through the onscreen navigation items until the Keyboard Shortcuts icon displays in the Studio media viewer. Then, press the **Enter** or **Return** key.



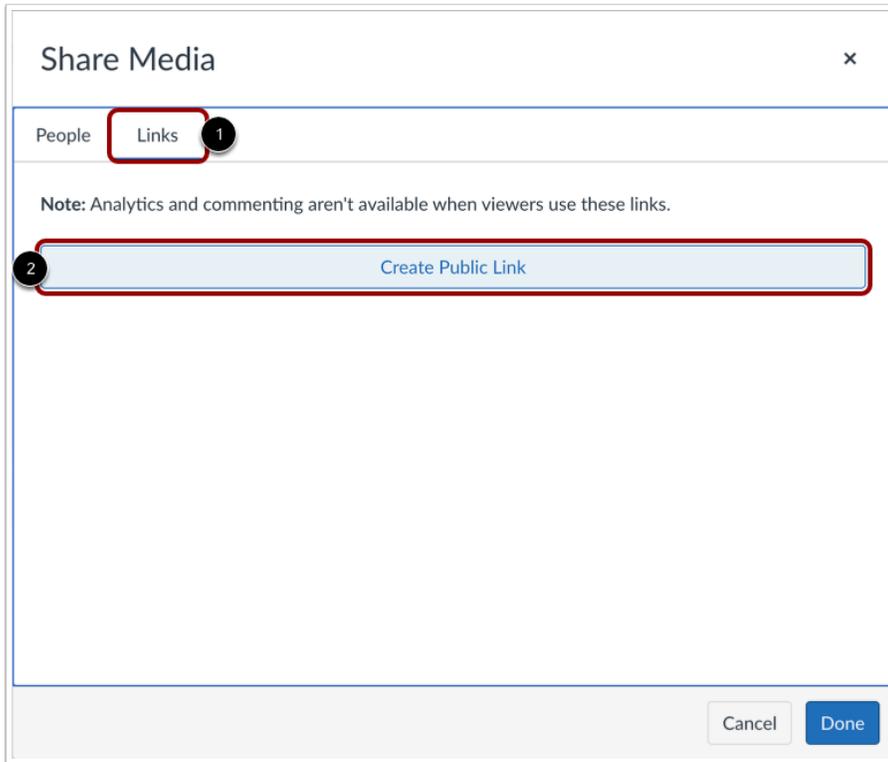
The Keyboard Shortcuts window displays common keyboard shortcuts you can use in the Studio media viewer [1].

To close the Keyboard Shortcuts window, click the **Close** button [2].

Create Public Link



If you have edit permission, you can get a public link or embed code for media in Canvas Studio. To create a public link, click the **Options** icon [1] and then click the **Share** link [2].



Click the **Links** tab [1] and then click the **Create Public Link** button [2]. You can [view, share, or delete the public link](#).

How do I upload media files in my Canvas Studio account?

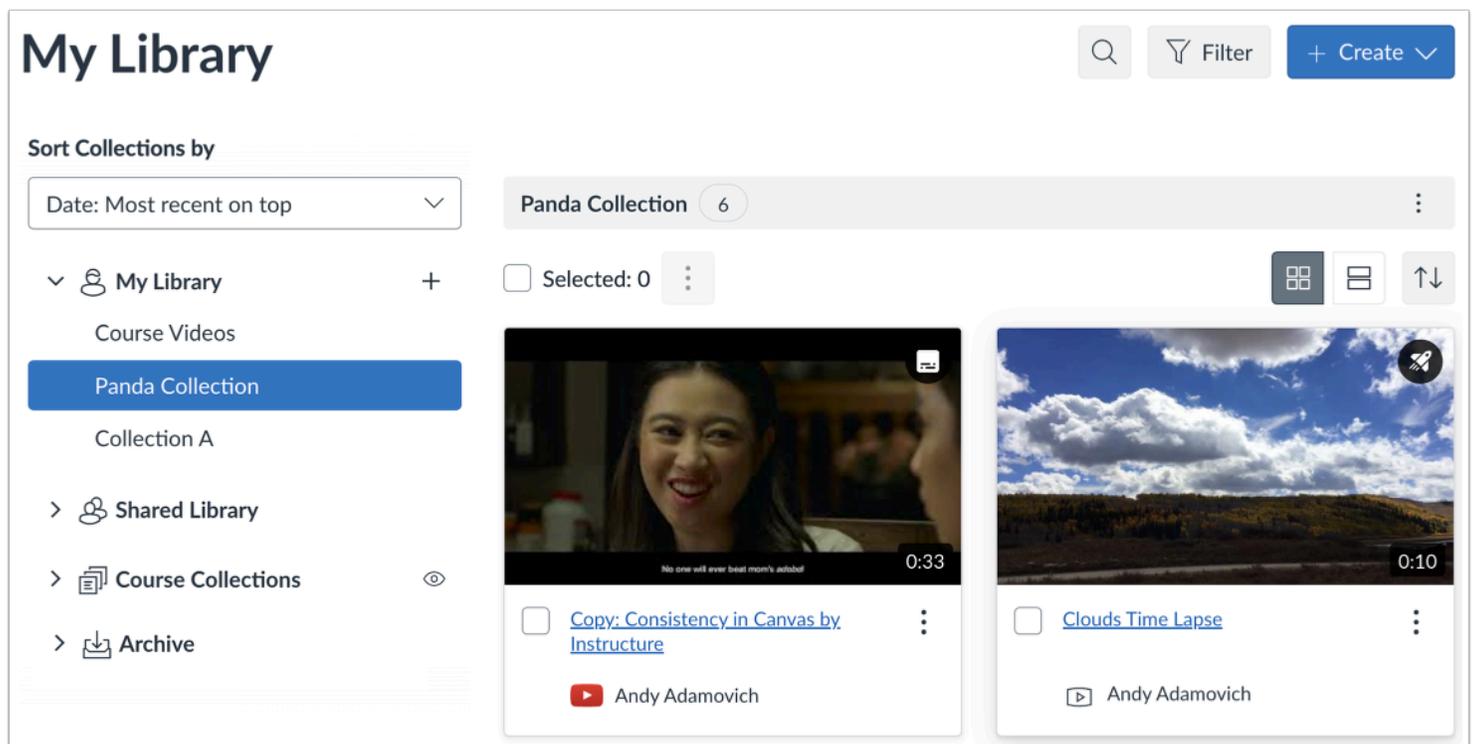
In Canvas Studio, you can upload [supported media files](#) from your device by dragging and dropping a file into the My Library page or by using the Add Media link. Studio supports uploading an individual media file or multiple individual files at once. The maximum file size for a media file upload is 10 GB.

Once the media file is uploaded in Studio, you can [add annotations](#), [share access](#), and manage the media using the [media tabs](#).

Studio also supports adding videos from YouTube and Vimeo via URL.

Note: Admins can [restrict users from uploading media from a device](#).

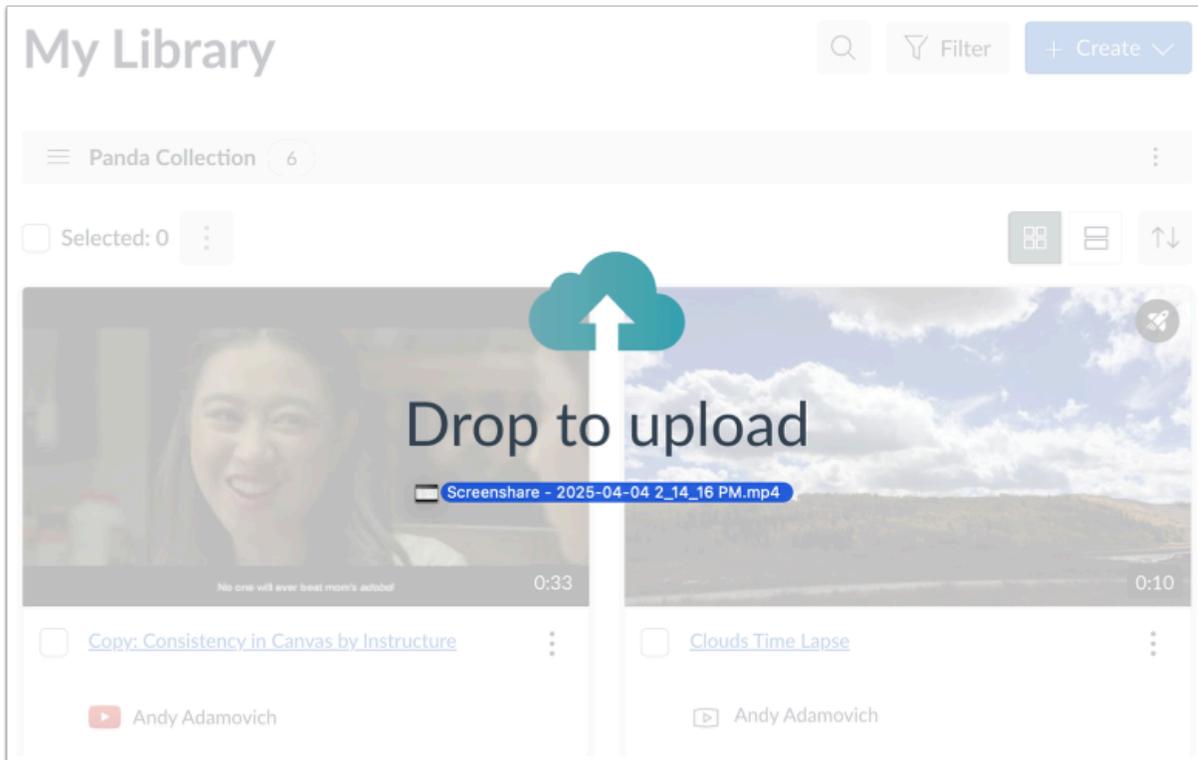
Open Studio



The screenshot shows the 'My Library' interface in Canvas Studio. At the top, there is a search icon, a 'Filter' button, and a '+ Create' button with a dropdown arrow. Below this, a 'Sort Collections by' dropdown is set to 'Date: Most recent on top'. A 'Panda Collection' is highlighted with a '6' icon and a three-dot menu. A 'Selected: 0' indicator is visible. The main area displays two video thumbnails. The first is a video titled 'Copy: Consistency in Canvas by Instructure' by Andy Adamovich, with a duration of 0:33. The second is a video titled 'Clouds Time Lapse' by Andy Adamovich, with a duration of 0:10. The left sidebar shows a navigation menu with 'My Library' selected, and sub-items for 'Course Videos', 'Panda Collection', 'Collection A', 'Shared Library', 'Course Collections', and 'Archive'.

Depending on your user role and/or your institution's configuration, you can [access Canvas Studio](#) via the Studio site, Canvas Global Navigation Menu, Course Navigation, or Rich Content Editor.

Drag and Drop Media File



To add a media file to any page in Studio, you can drag and drop files from your computer.

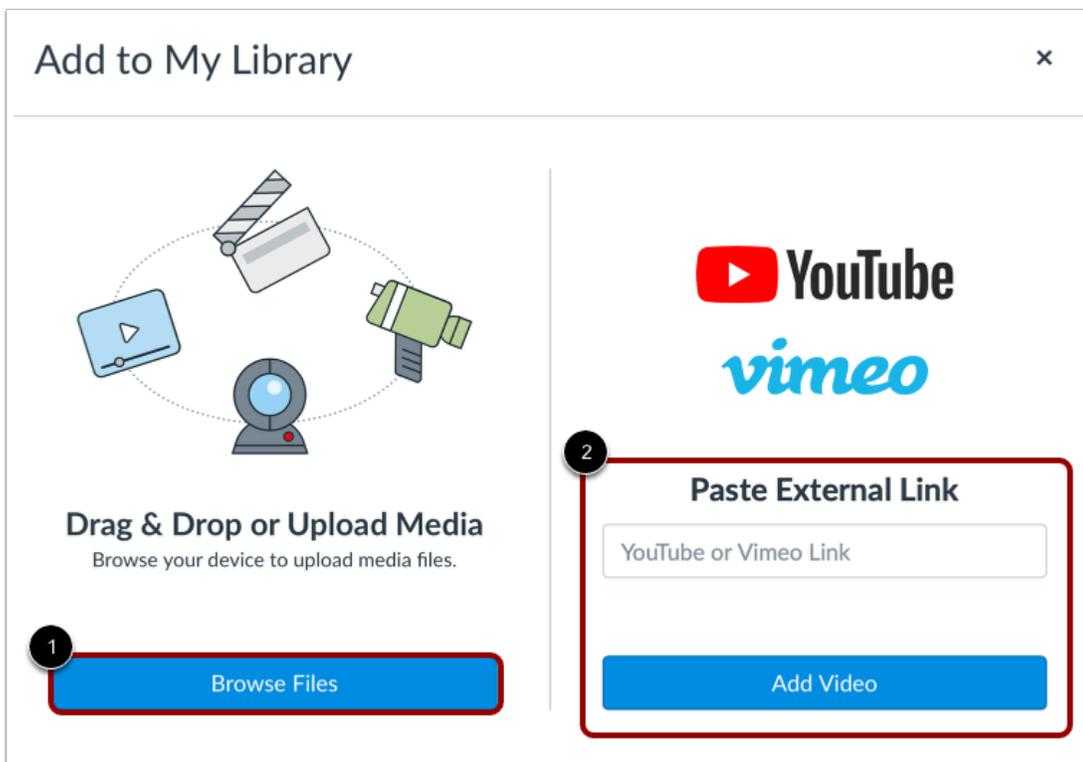
Add Media



To browse your computer for a media file, click the **Create** drop-down menu [1]. Then click the **Add Media** link [2].

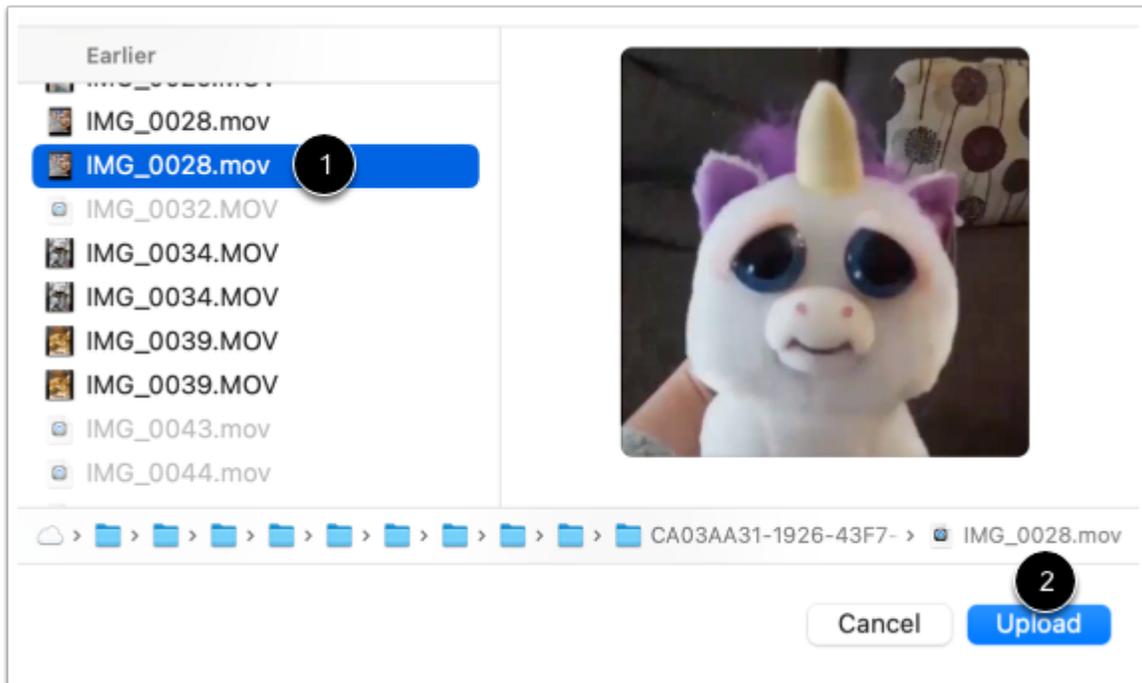
Notes:

- You can upload multiple [media files](#) at once. However, Studio cannot upload compressed (ZIP) files. The maximum file size for a media file upload is 10 GB.
- Admins can [restrict users from uploading media from a device](#).

Browse Files

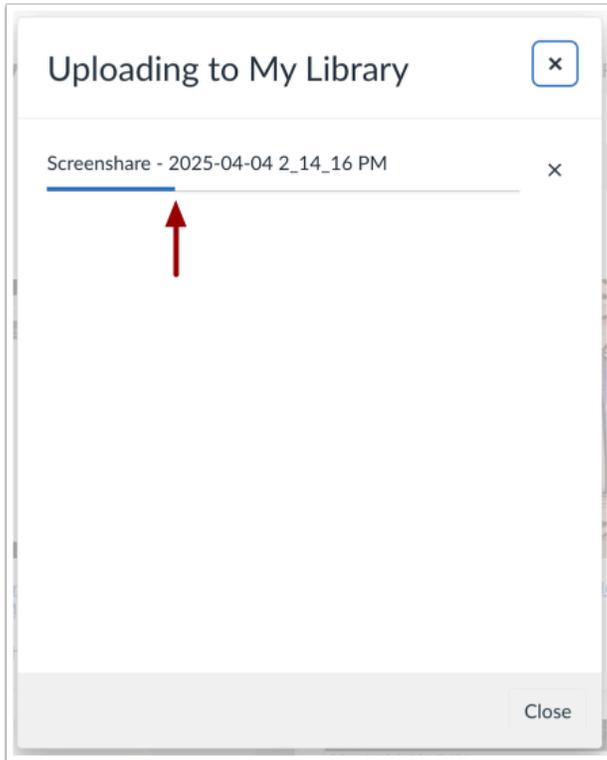
In the Add to My Library window, click the **Browse Files** button [1]. You may also be able to add media via [YouTube or Vimeo URL](#) [2].

Upload File



Select the media file you want to upload [1]. Then click the **Upload** button [2].

View Upload Progress



View the progress of your media upload.

View Uploaded Media

Selected: 0 ⋮ ⌵ ☰ ↕



No one will ever beat mom's adobe! 0:33

[Copy: Consistency in Canvas by Instructure](#) ⋮

 Andy Adamovich



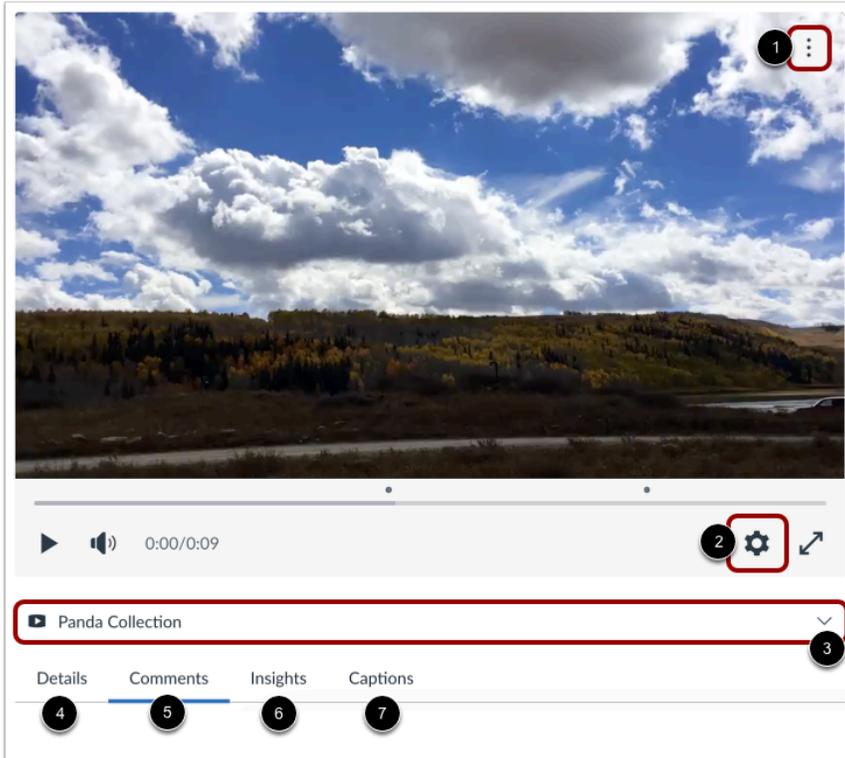
0:10

[Clouds Time Lapse](#) ⋮

 Andy Adamovich

[To view the media](#), click the media thumbnail.

Manage Media



To [share the media](#), [download the media](#), [download a transcript of the media](#), or [delete the media](#), click the **More Options** menu [1].

To [manage the media playback speed](#) and [change the video quality](#), click the **Media Settings** menu [2].

To view the media in a library or course, click the **Media Location** drop-down menu [3]. If the media is added in a course, you can view course-specific media details.

You can also [edit media details](#) [4], [view comments](#) [5], review [user insights and analytics](#) [6], and [add captions](#) [7].

Note: To download a transcript of the media, the captioning option must be enabled by the owner of the media.

How do I add media from YouTube and Vimeo in my Studio account?

If allowed by your institution, you can add media from YouTube and Vimeo in your Studio account. Once the YouTube or Vimeo video is added in Studio, you can [add annotations](#), [share access](#), and manage the media using the [media tabs](#).

Currently, Studio only supports subtitles/closed captioning transcripts provided on media added from YouTube. To add captions to a Vimeo media (if the copyright allows), you can [upload caption files](#) in Studio. You can also [create captions from scratch](#).

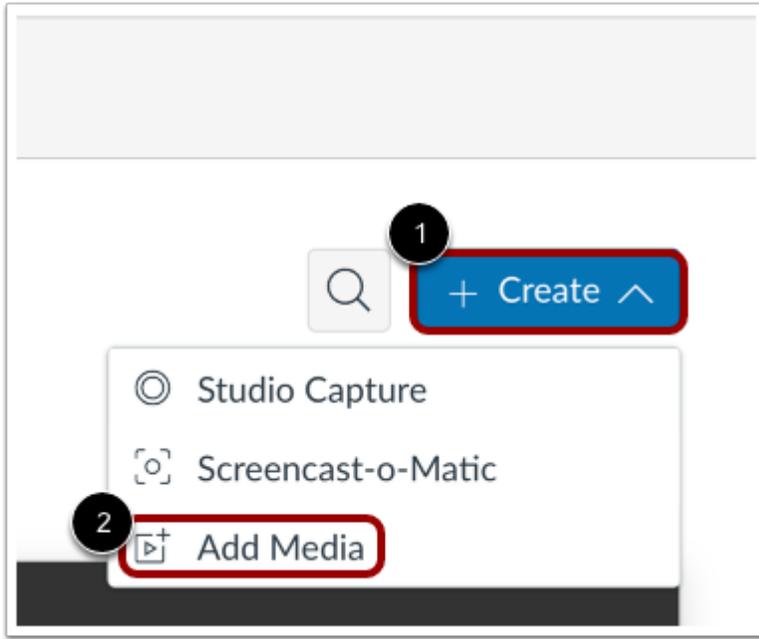
If a YouTube or Vimeo video's privacy settings change to restrict public access, the Studio player displays a notice. Contact the video owner and request an update to the video share settings.

Studio also supports [uploading media files](#) to your Studio account.

Notes:

- Vimeo videos with an Unlisted privacy setting cannot be added to Studio.
- Admins can [restrict users from adding media via YouTube or Vimeo](#).
- When a YouTube video is added in Canvas Studio, it is loaded from the [youtubeducation.com](#) domain. You can configure your school's filter settings to allow YouTube videos to be viewed only when added through Canvas Studio, by following the [Studio YouTube Allowlist](#).
- Currently, Studio does not support the replacement of the video thumbnail for media added from YouTube or Vimeo.
- To learn more about how we use the Player for Education on YouTube, please visit the [YouTube Player for Education FAQs](#).

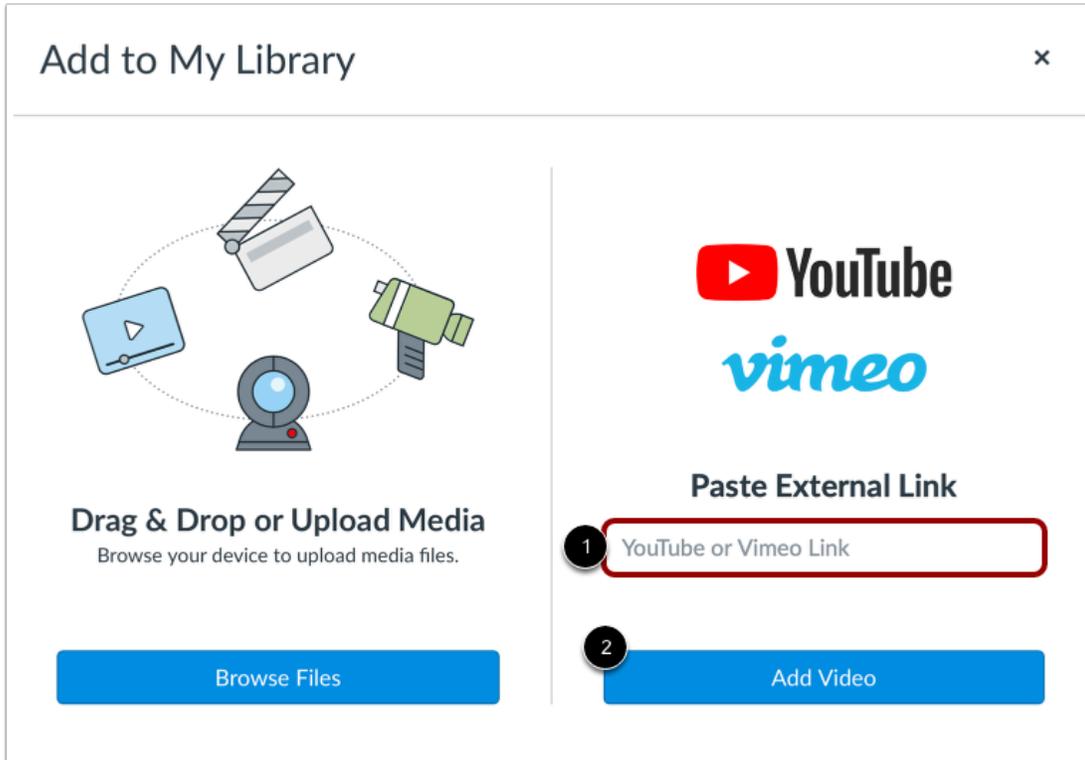
Add Media



In the My Library page, click the **Create** drop-down menu [1]. Then, click the **Add Media** link [2].

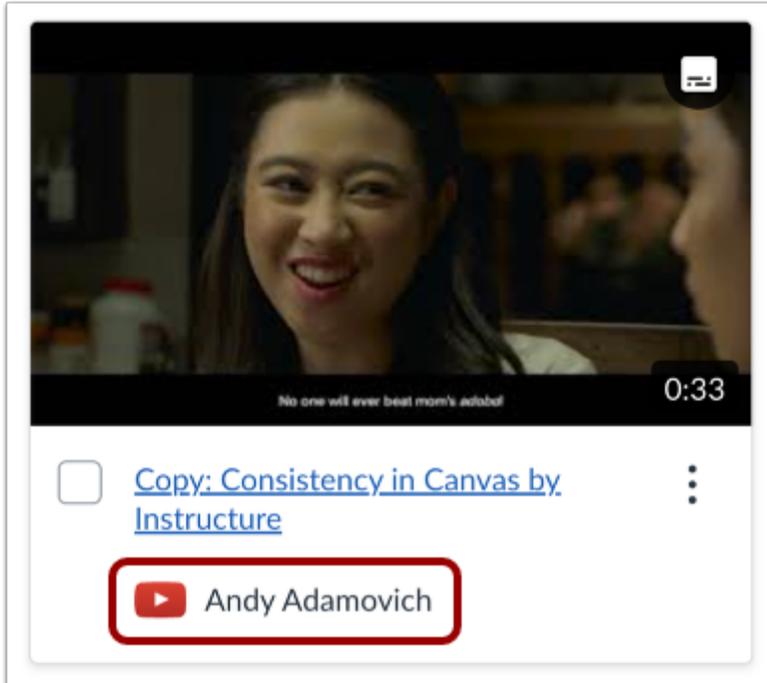
Note: Admins can [restrict users from uploading media from a device](#).

Add Media URL



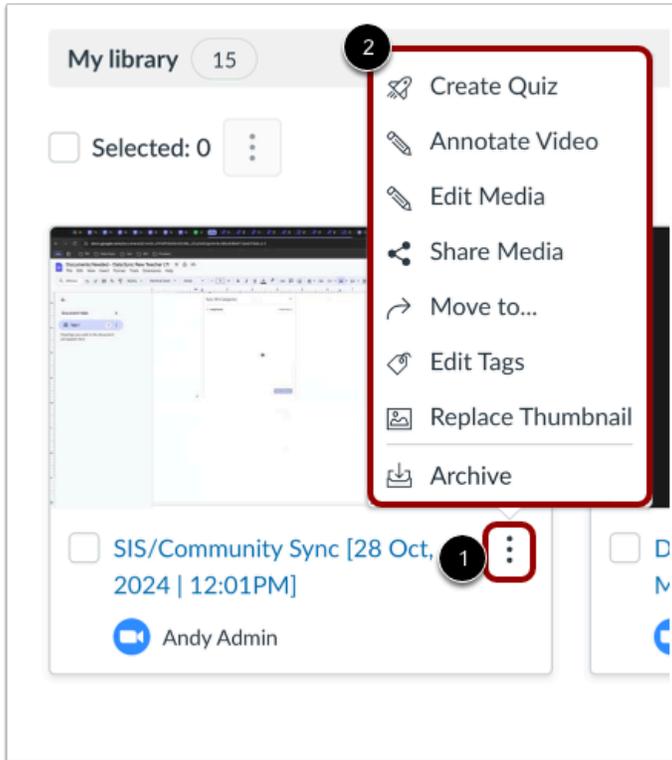
Enter the video URL in the **Youtube or Vimeo Link** field [1]. Then click the **Add Video** button [2].

View Added Media



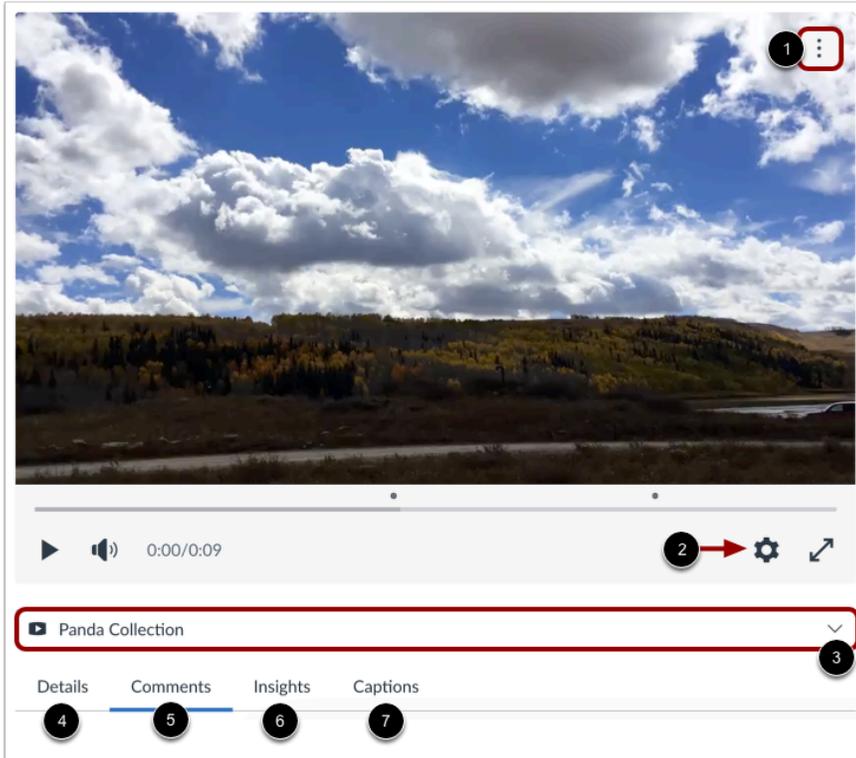
Media added via external sources (Vimeo or YouTube) displays the source's logo and the name of the user who uploaded the media.

Edit Media



To edit the media, click the **More Options** icon [1]. Then, to select an editing option, click a link from the list [2].

Manage Media



When you view the media, you can [share the media](#), [delete the media](#), or [download a transcript](#) of any captions from the **More Options** menu [1].

To [manage the media playback speed](#) and [change the video quality](#), click the **Media Settings** menu [2].

To view the media in a library or course, click the **Media Location** drop-down menu [3]. If the media is added in a course, you can view course-specific media details.

You can also [edit media details](#) [4], [view comments](#) [5], review [user insights and analytics](#) [6], and [add captions from scratch](#) or [upload a caption file](#) [7].

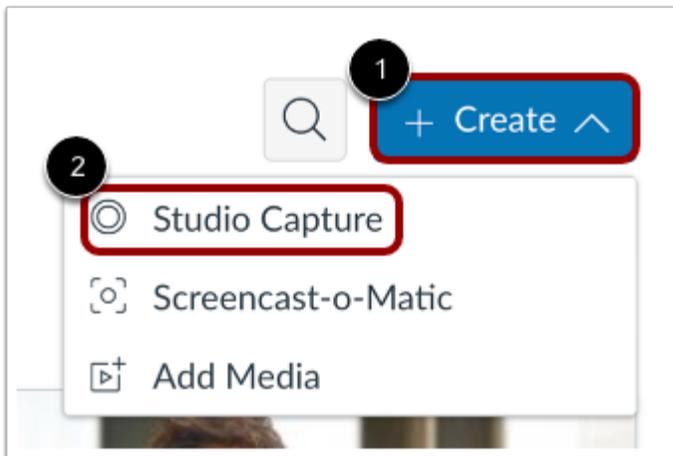
How do I record a webcam video in Canvas Studio using a Chrome or Edge browser?

Canvas Studio Capture for Chrome and Edge browsers is an integrated screen capture option currently available to Canvas customers using Google Chrome or Microsoft Edge browsers. In addition to [recording screen capture video](#), Canvas Studio capture can be used to record video with a webcam.

Canvas Studio Capture for Chrome and Edge browsers has expanded recovery features to save partial recordings that are interrupted by a browser crash or power outage, and to continue recording using your computer memory in the event of a loss of connectivity. Learn more about [Canvas Studio Capture recovery features](#).

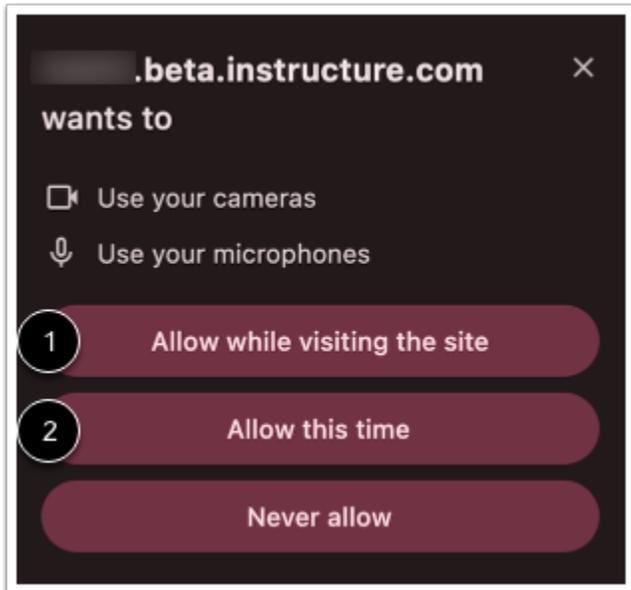
Note: This lesson is for users with Chrome or Edge browsers only. Learn more about recording Canvas Studio video using a webcam with [Safari or Firefox browsers](#).

Open Studio Capture



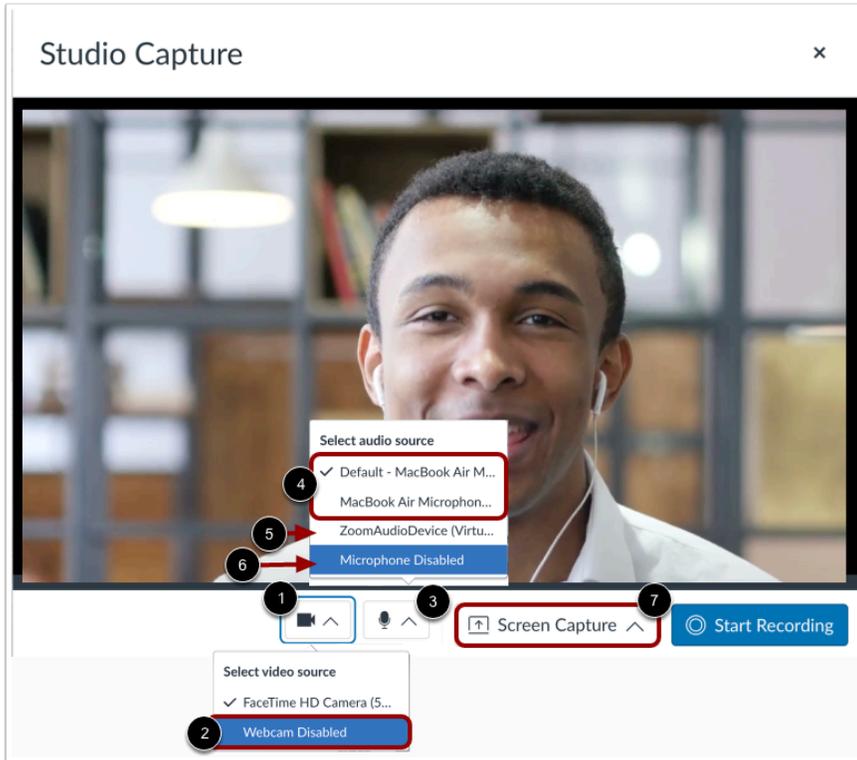
In your Google Chrome or Microsoft Edge browser window, click the **Create** drop-down menu [1]. Then, click the **Studio Capture** link [2].

Allow Access



To give access to your computer's microphone and camera, click either the **Allow while visiting this site** or **Allow this time** buttons.

Set Recording Options



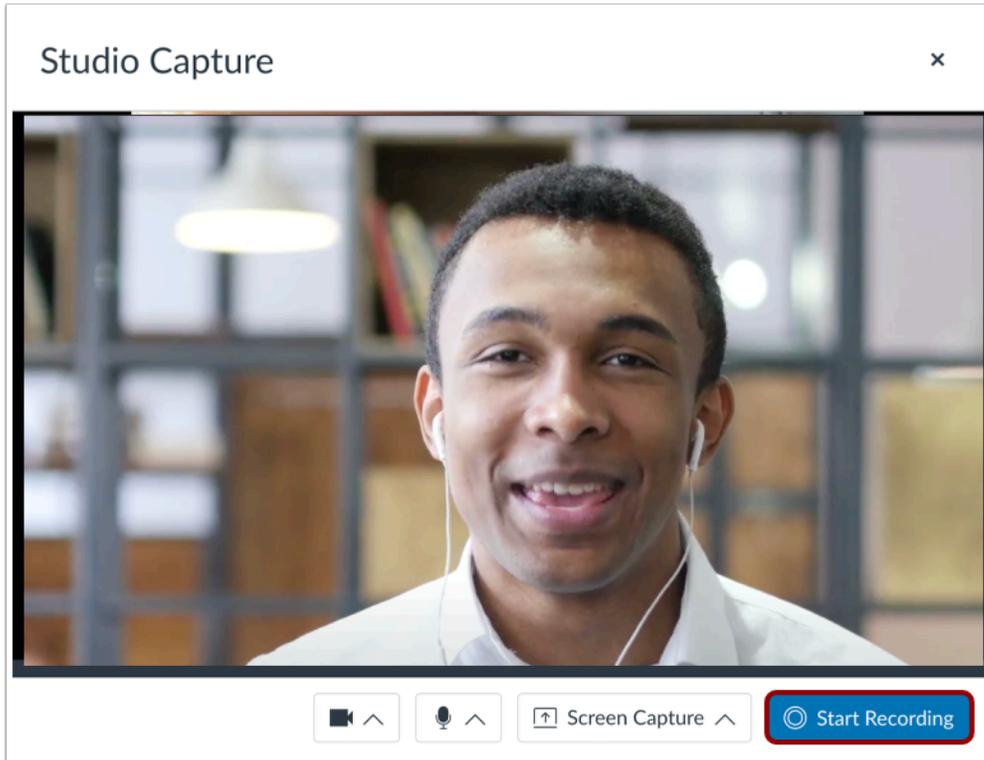
To select a camera, click the **Camera** drop-down menu [1]. To record audio only, click the **Webcam Disabled** option [2].

To select a microphone, click the **Microphone** drop-down menu [3]. To record using your computer's microphone, click either the **Default - (Computer Name) Microphone** or **(Computer Name) Microphone** link [4].

To record using Zoom audio, click the **ZoomAudioDevice (Virtual)** link [4]. To record video without sound, click the **Microphone Disabled** link [6].

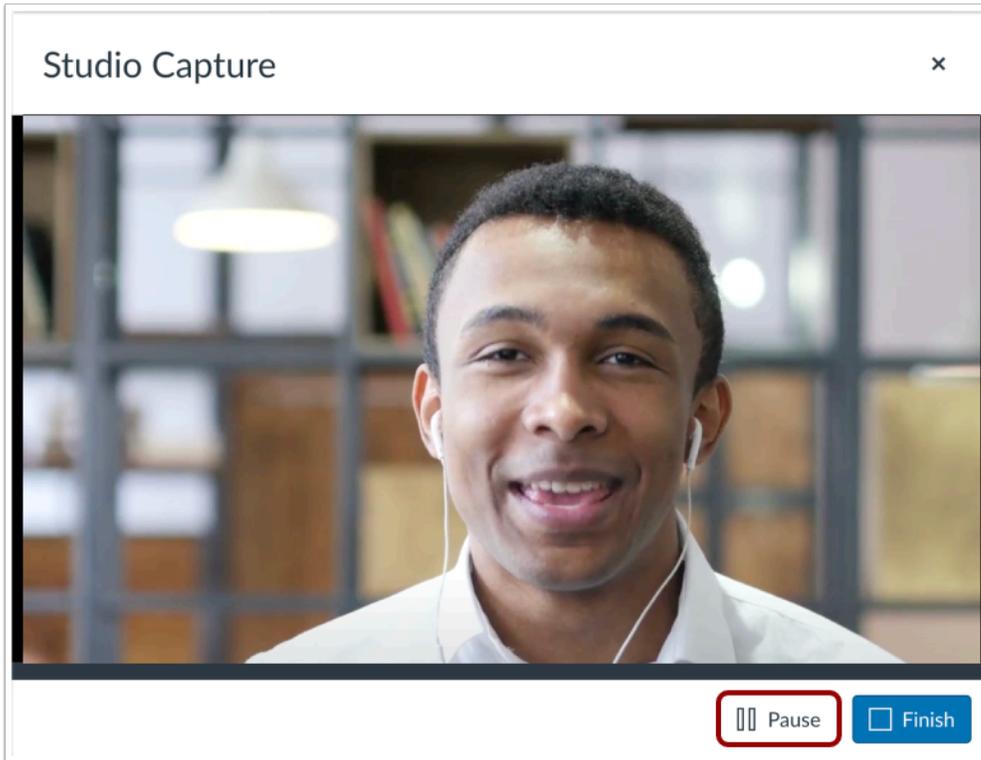
If you want to [record a screen capture video](#), click the Screen Capture button [7].

Begin Recording



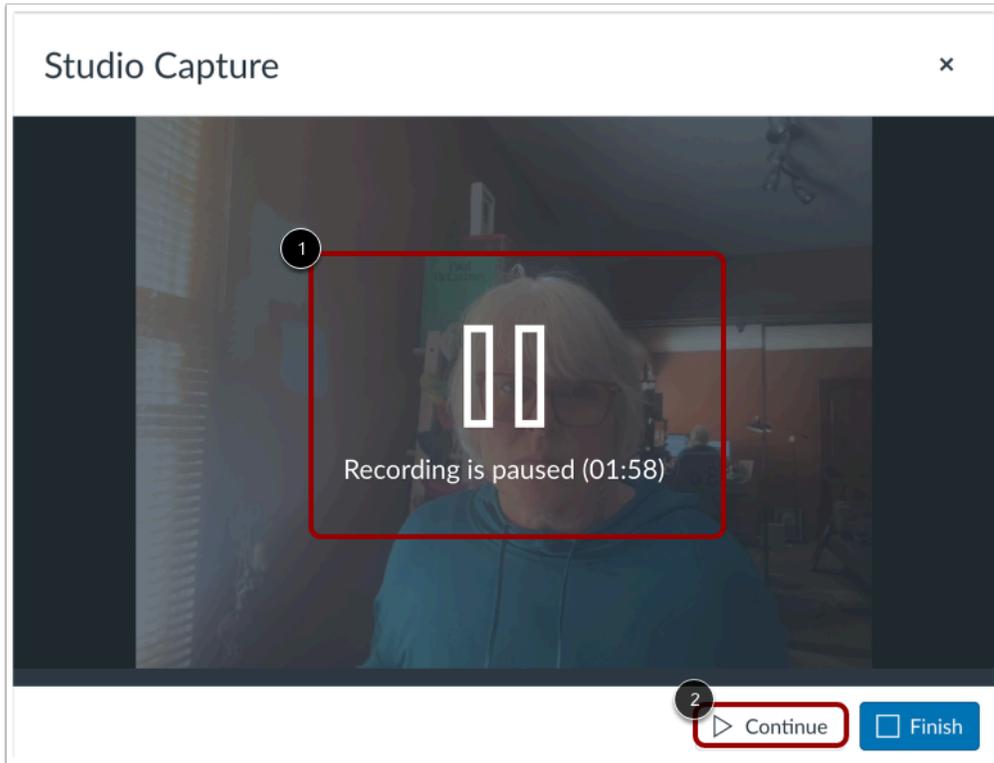
Click the **Start Recording** button.

Pause Recording



Click the **Pause** button.

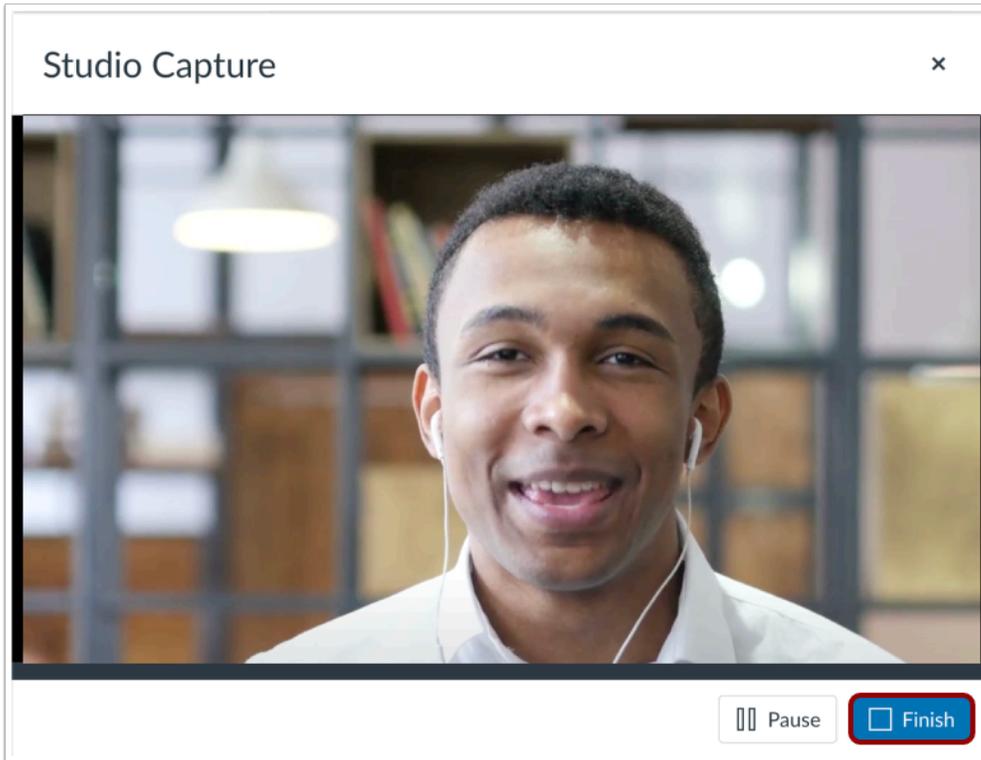
Continue Recording



The recording paused message displays [1].

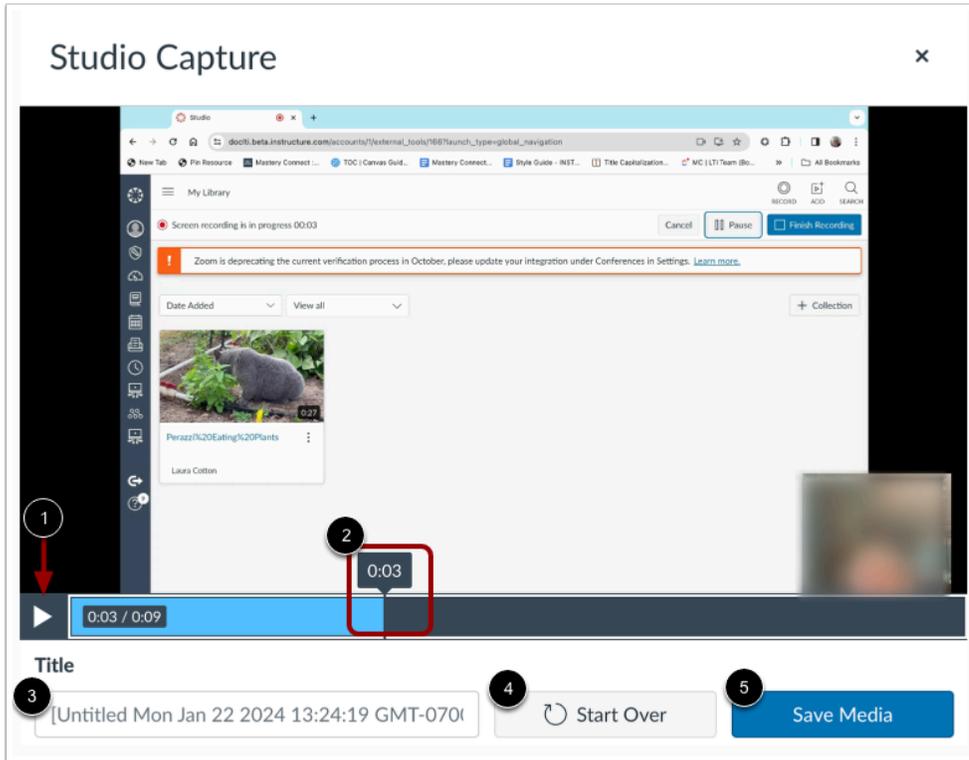
To continue recording, click the **Continue** button[2].

End Recording



Click the **Finish** button.

Preview and Save



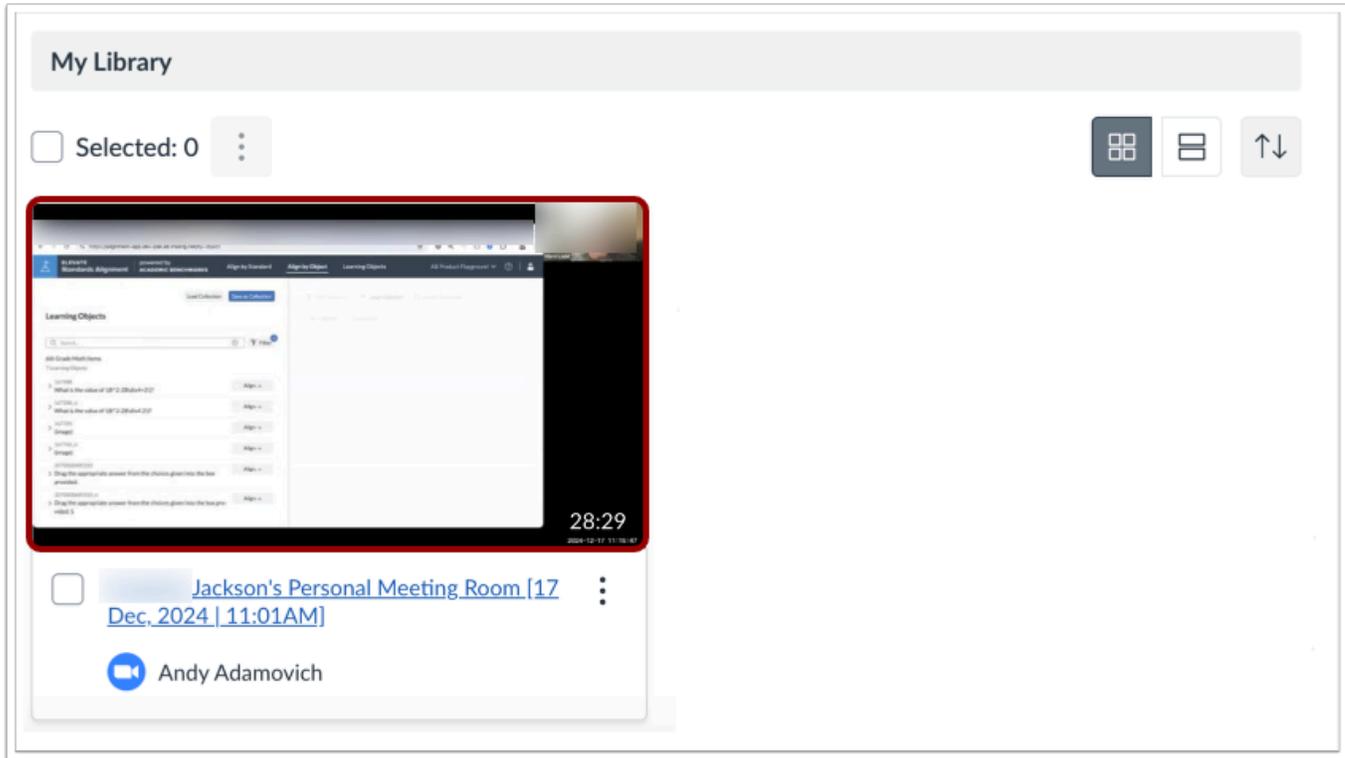
To preview the recording, click the **Play** button [1]. To navigate forward and back in the recording, hover your cursor over the timestamp bar and slide the cursor to the part of the recording you wish to view [2].

To rename the recording file, enter text in the **Title** field [3].

To delete the video and begin a new recording, click the **Start Over** button [4].

To save the recording, click the **Save Media** button [5].

View in Media Library



The saved recording displays in your media library.

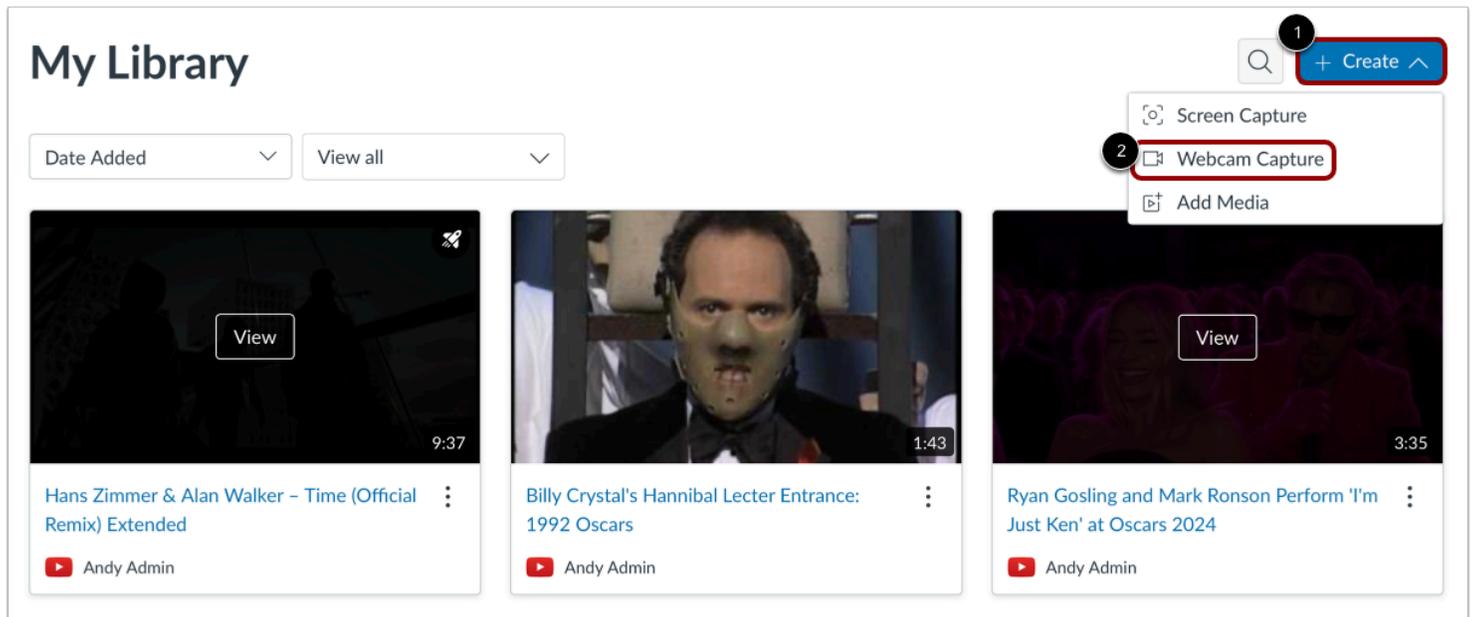
How do I record a webcam video in Canvas Studio with a Safari or Firefox browser?

You can record a video in Canvas Studio with your webcam using a Safari or Firefox browser. Videos can be recorded from any page in your account. You can record media of any length, but recordings of under 5 minutes duration are recommended due to browser resource limitations.

Notes:

- You may need to allow the browser to access your camera and microphone.
- Studio webcam capture creates a webM video.
- For more information about how screen readers work with recording a video in Studio, please visit [Accessibility within Studio](#).
- If you are using an iOS or iPad iOS device, you cannot record a video directly in Canvas Studio using a webcam. Instead, you can record the video using your device's webcam application and [upload the video as a media file](#).
- You can [record a webcam video using Chrome or Edge](#).

Open Webcam Capture

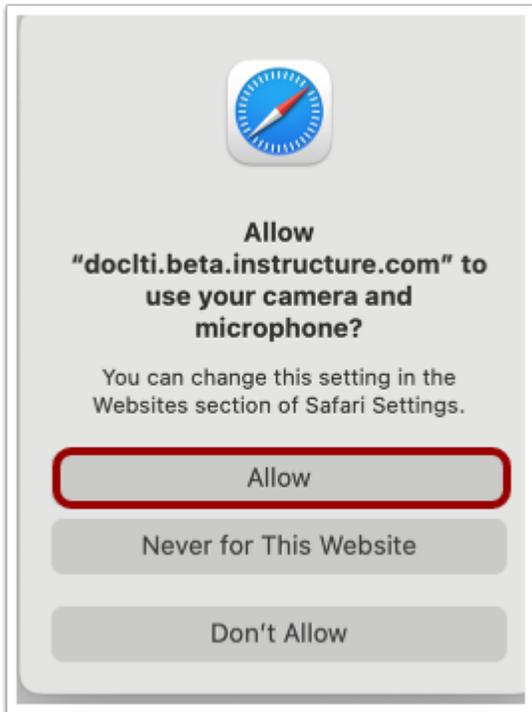


The screenshot shows the 'My Library' page in Canvas Studio. At the top right, there is a '+ Create' button with a dropdown arrow, labeled with a circled '1'. A dropdown menu is open, showing three options: 'Screen Capture', 'Webcam Capture', and 'Add Media'. The 'Webcam Capture' option is highlighted with a red box and labeled with a circled '2'. Below the menu, there are three video thumbnails. The first is 'Hans Zimmer & Alan Walker - Time (Official Remix) Extended' by Andy Admin, with a 'View' button and a duration of 9:37. The second is 'Billy Crystal's Hannibal Lecter Entrance: 1992 Oscars' by Andy Admin, with a duration of 1:43. The third is 'Ryan Gosling and Mark Ronson Perform 'I'm Just Ken' at Oscars 2024' by Andy Admin, with a duration of 3:35. Each thumbnail has a 'View' button and a three-dot menu icon.

Click the **Create** drop-down menu [1], then click the **Webcam Capture** link [2].

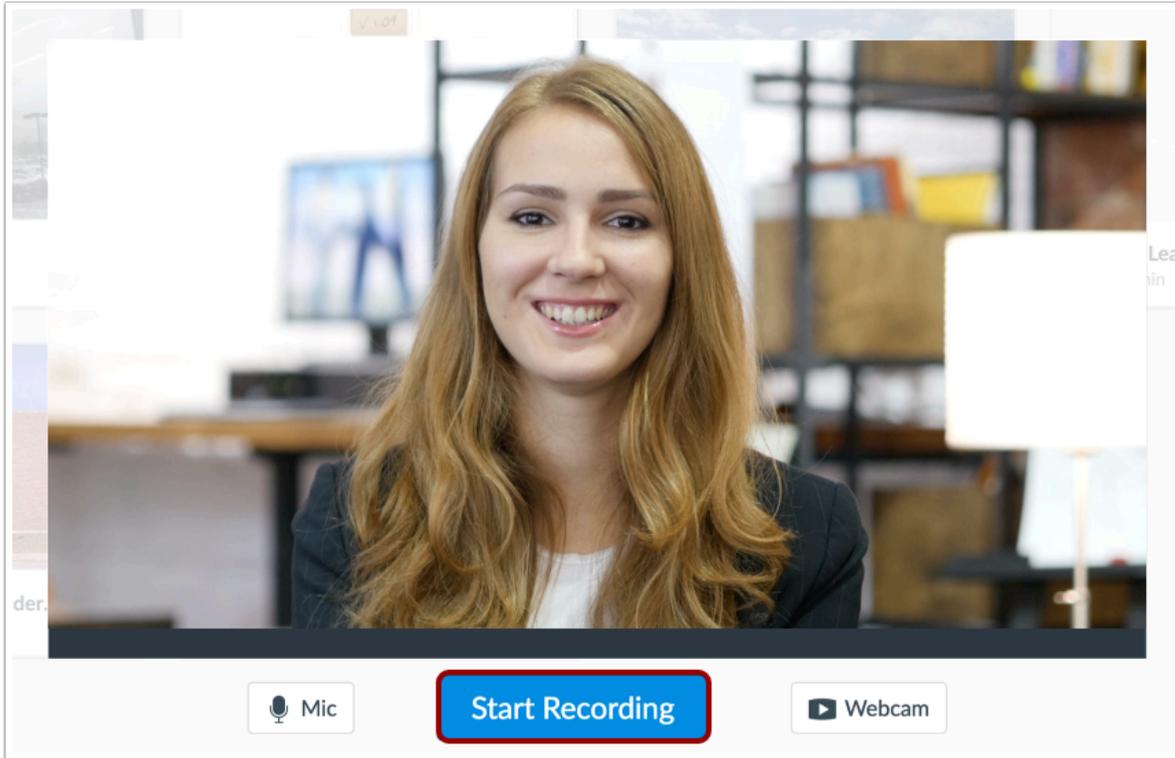
Note: If you are using an iOS device, the Webcam Capture link is unavailable. You can, however, record the video using your device's webcam application and [upload the video as a media file](#).

Allow Access



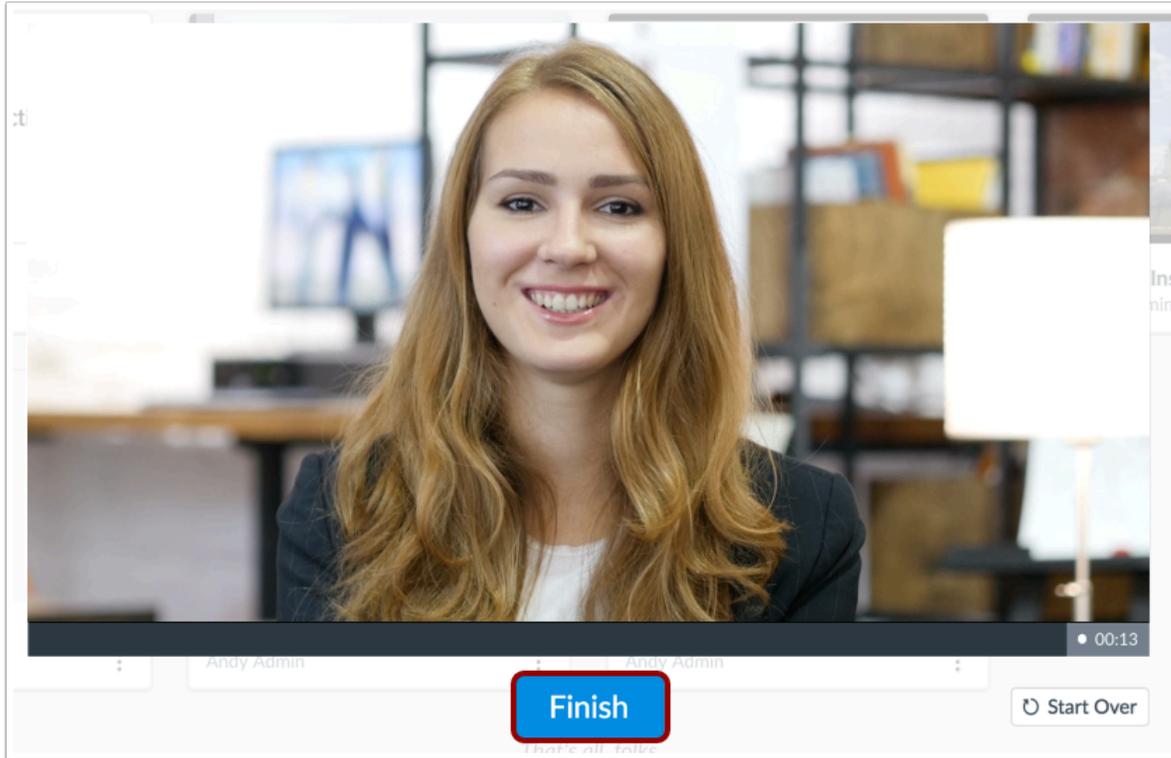
To give access to your computer's microphone and camera, click the **Allow** button.

Start Recording



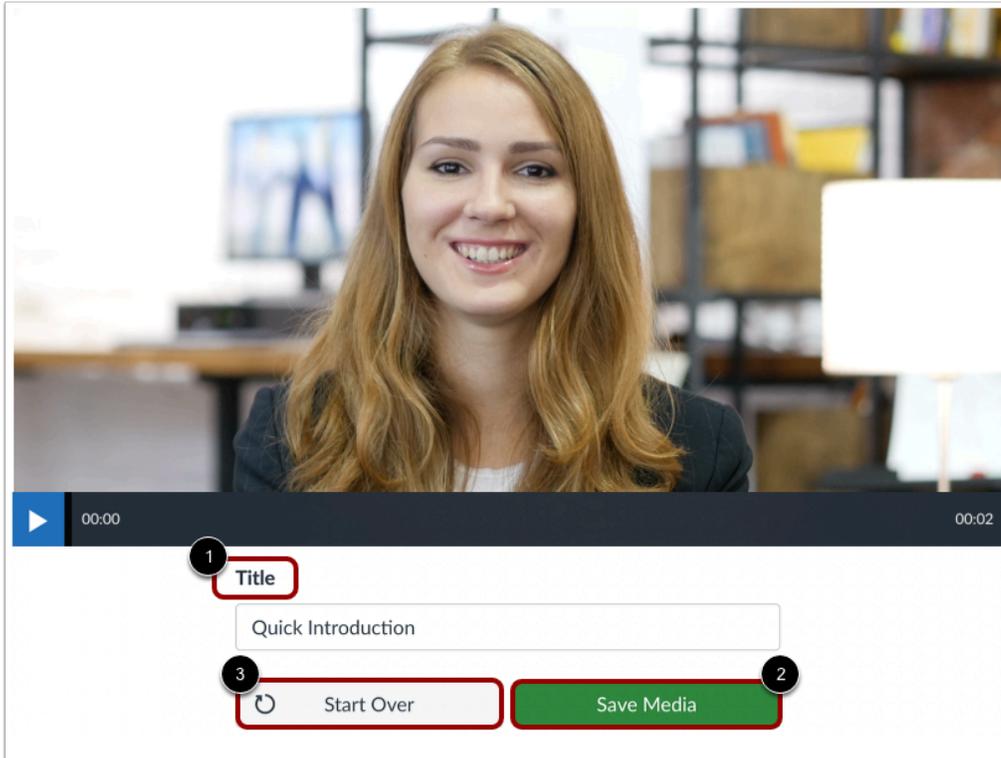
Click the **Start Recording** button.

Finish Recording



When your video recording is done, click the **Finish** button.

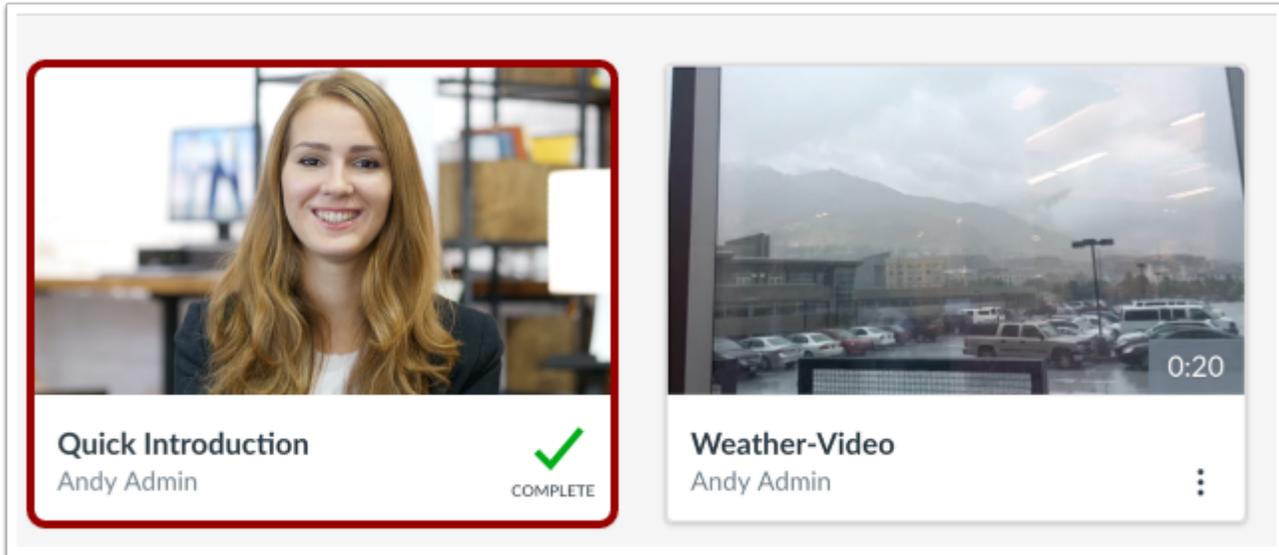
Save Recording



View the recording. Enter a title in the **Title** field [1] and click the **Save Media** button [2].

To re-record your video, click the **Start Over** button [3].

View Recording



In the My Library page, view your video recording. Once the recording is processed, you can manage all controls and settings.

How do I record a screen capture video in Canvas Studio with a Chrome or Edge browser?

Canvas Studio Capture for Chrome and Edge browsers is an integrated screen capture option currently available to Canvas customers using Google Chrome or Microsoft Edge browsers.

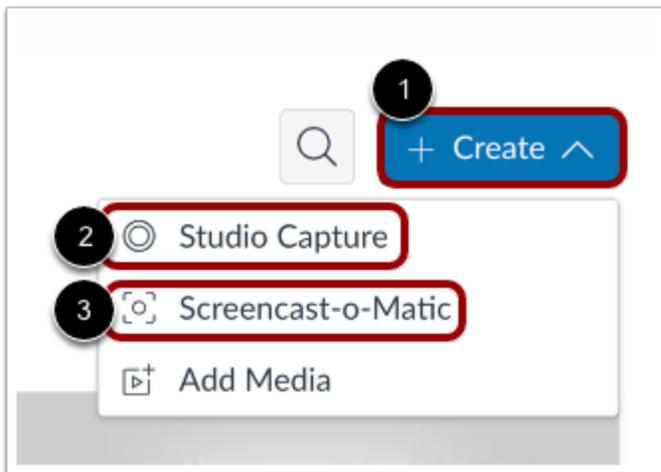
Canvas Studio Capture for Chrome and Edge browsers integrates with your existing webcam and eliminates the need to download a separate screen capture product. It is currently supported on Chrome and Edge browsers only.

Canvas Studio Capture for Chrome and Edge browsers has expanded [recovery features](#) to save partial recordings that are interrupted by a browser crash or power outage, and to continue recording in the event of a loss of connectivity.

Notes:

- Studio Capture is optimized for Full-HD recordings, with a maximum resolution of 1920 x 1080 pixels. It performs best when your screen matches or is below this resolution. If your screen has a higher resolution, you may experience performance issues during recording or a decrease in video quality.
- Screencast-o-Matic remains available as a third-party screen capture recording option for users with Chrome or Edge browsers.
- You can also [record screen capture video using Screencast-o-Matic with Safari or Firefox browsers](#).

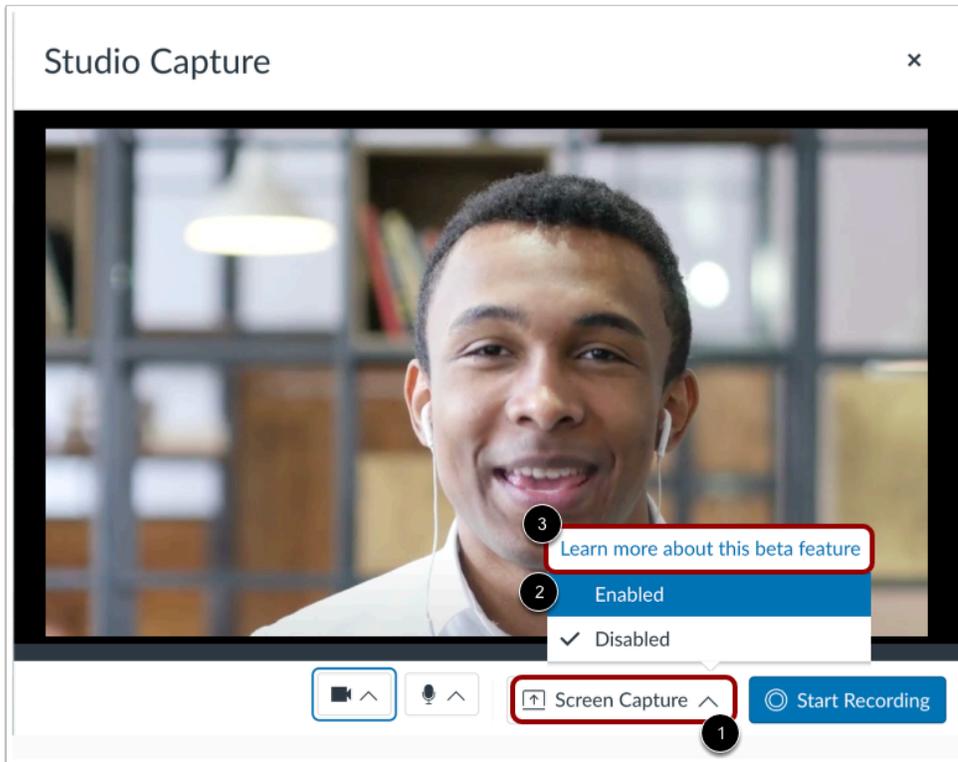
Open Studio Capture



Click the **Create** drop-down menu [1]. Then, click the **Studio Capture** link [2].

Note: To use Screencast-o-Matic to record your screen capture, click the **Screencast-o-Matic** link [3] and follow the [product instructions](#).

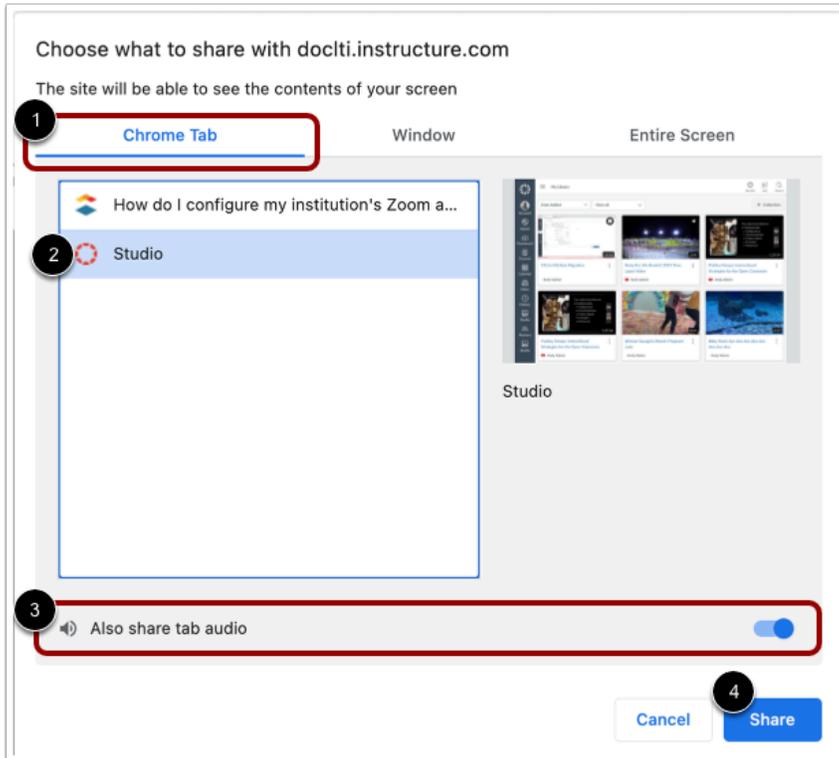
Open Canvas Studio Capture



Click the **Screen Capture** drop-down menu [1]. By default, Screen Capture is disabled. To enable Screen Capture, click the **Enabled** link [2].

To learn more about Screen Capture for Chrome or Edge browsers, click the **Learn more about this beta feature** link [3].

Share Browser Tab



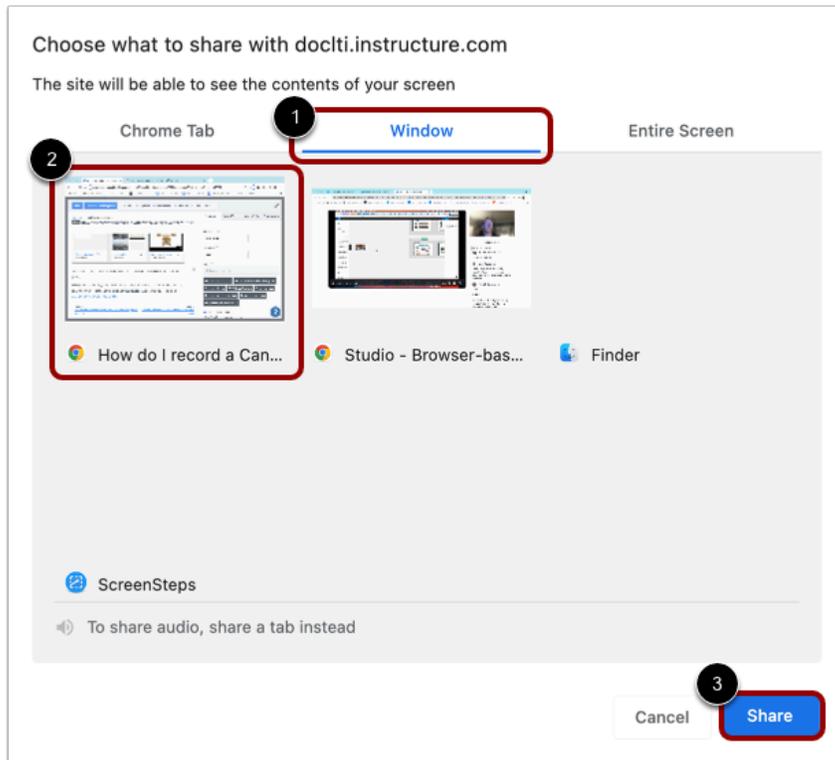
To screen share the contents of a tab on your browser, click the **[Chrome] Tab** option [1]. Then, select a tab name from the list [2].

To share tab audio, click the **Also share tab audio** toggle on [3].

To begin screen sharing, click the **Share** button [4].

Note: The Share button starts screen sharing only; it does not begin recording.

Share Window

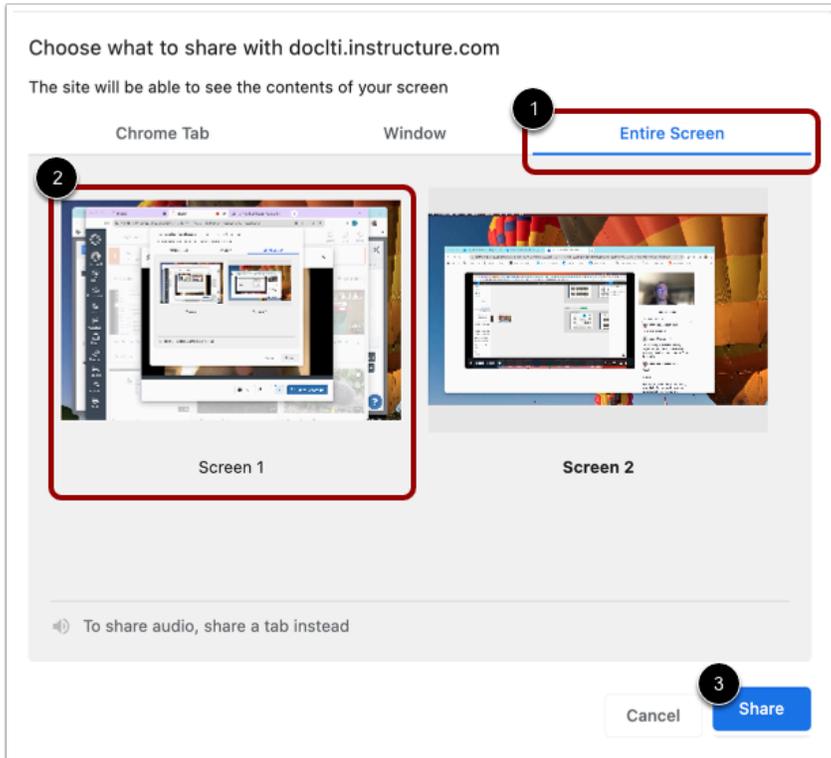


To share an entire browser window on your computer, click the **Window** tab [1]. Then, click the **Window Preview** tile [2].

To begin screen sharing, click the **Share** button [3].

Note: The Share button starts screen sharing only; it does not begin recording.

Share Entire Screen



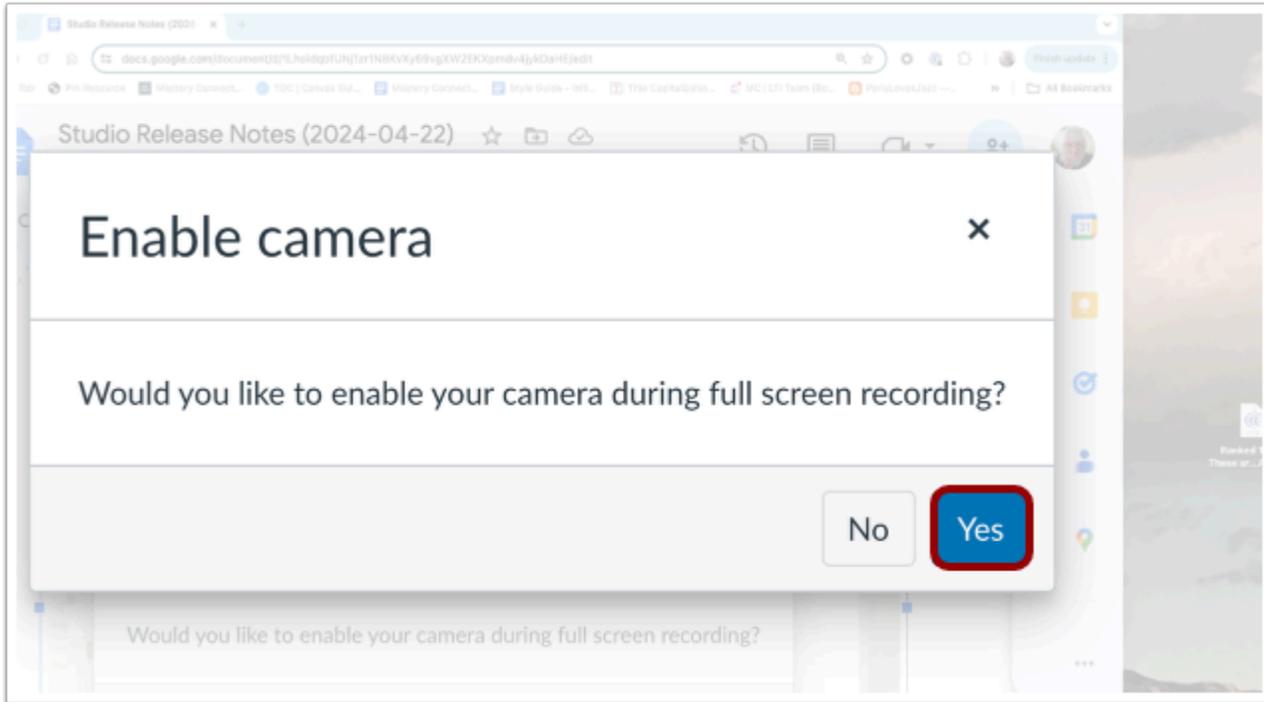
To share your entire computer screen, click the **Entire Screen** tab [1]. If you have more than one active screen, click the preview tile for the screen you want to share [2].

To begin screen sharing, click the **Share** button [3].

Notes:

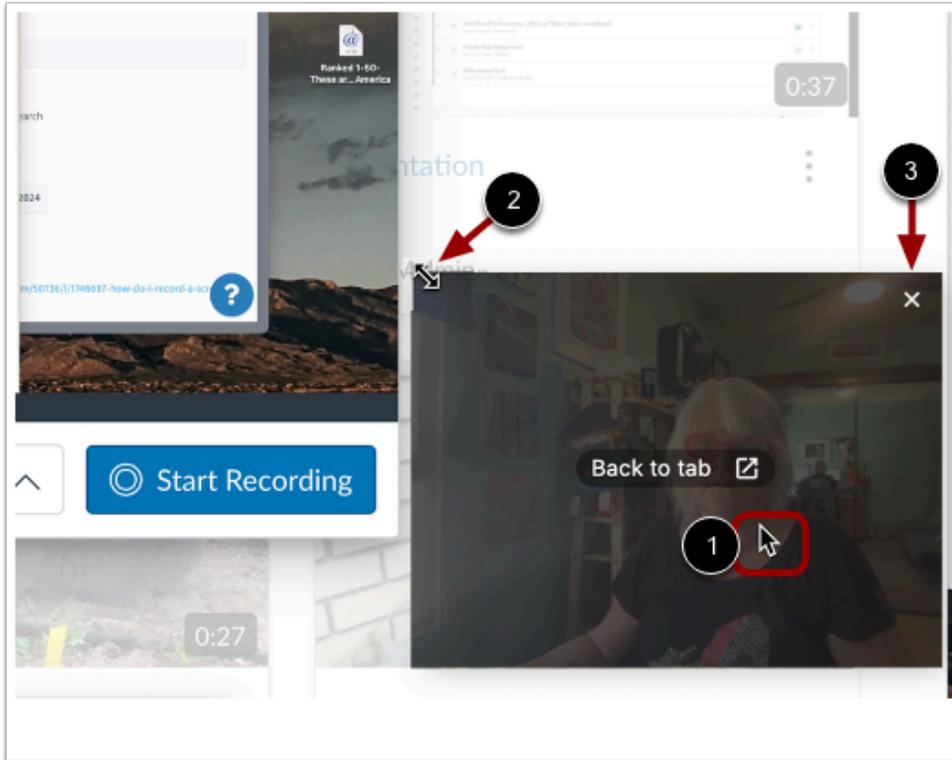
- The Share button starts screen sharing only; it does not begin recording.
- If you receive an error message when trying to initiate entire screen sharing, check to make sure that your browser has been enabled for screen recording in your computer settings.

Enable Picture-in-Picture



If you select the Entire Screen tab, you can enable your webcam during recording to create a picture-in-picture display.

After you click the Share button, the Enable Camera window displays. To enable your camera and open the picture-in-picture display, click the **Yes** button [1].

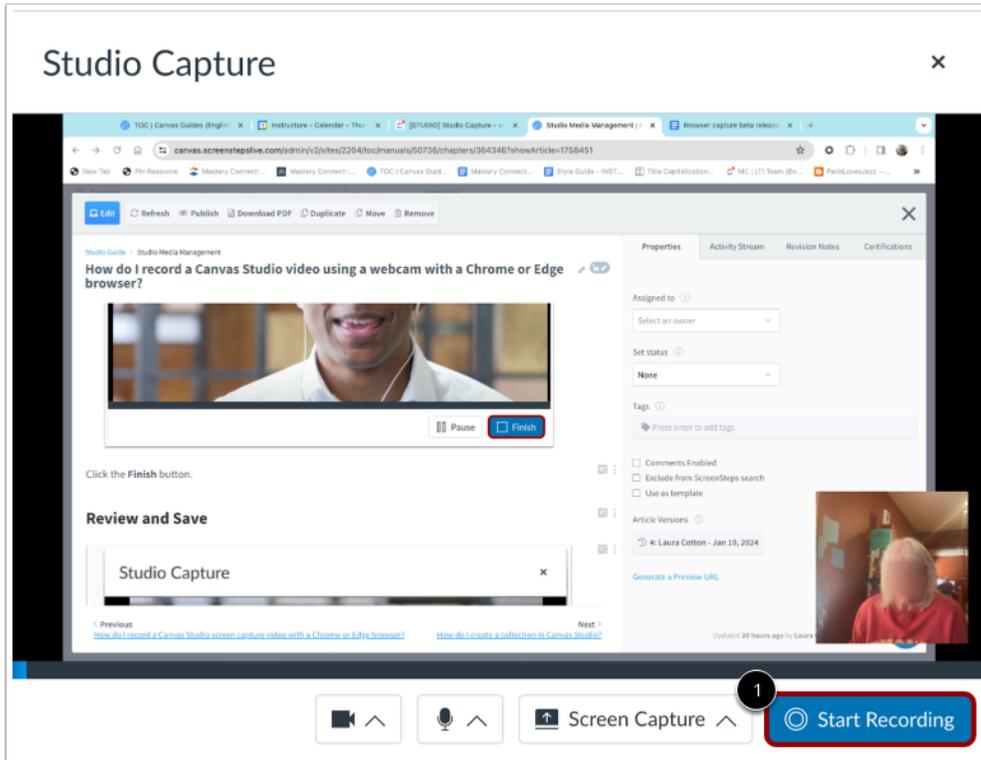


The picture-in-picture window displays a live view from your webcam. To move the picture-in-picture window, click your cursor on the window, then drag the window to a new location [1].

To resize the window, click the cursor on a corner of the window to display the **Resize** icon [2]. Then, drag the corner to resize the image.

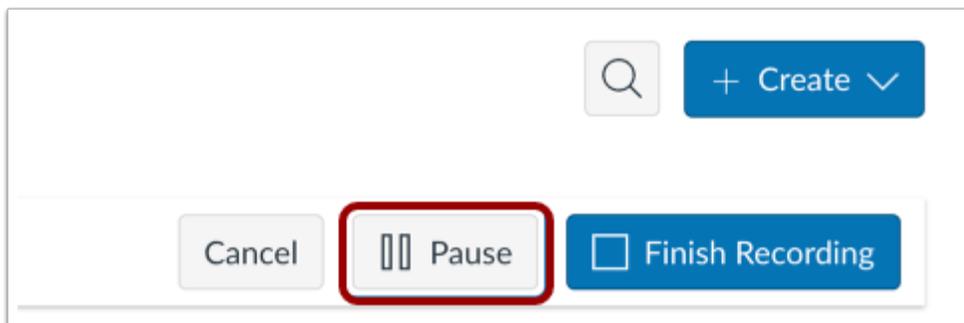
To close the picture-in-picture window, click the **Close** icon [3].

Begin Recording



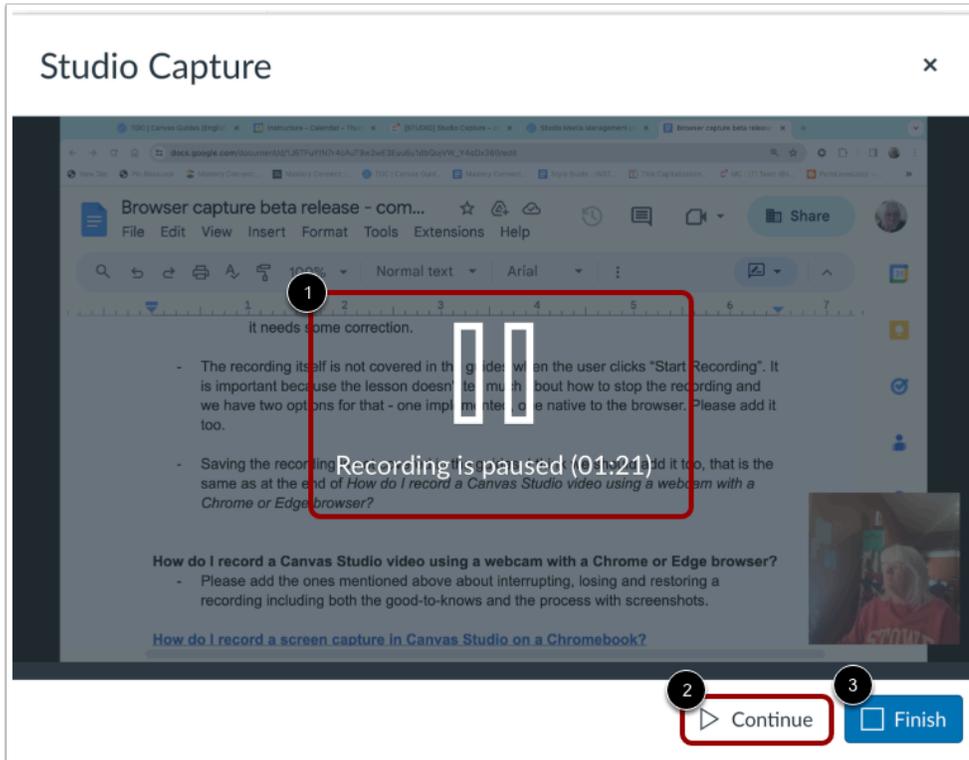
Click the **Start Recording** button.

Pause Recording



To pause recording, click the **Pause** button. This pauses both your screen recording and your webcam recording.

Resume or End Paused Recording

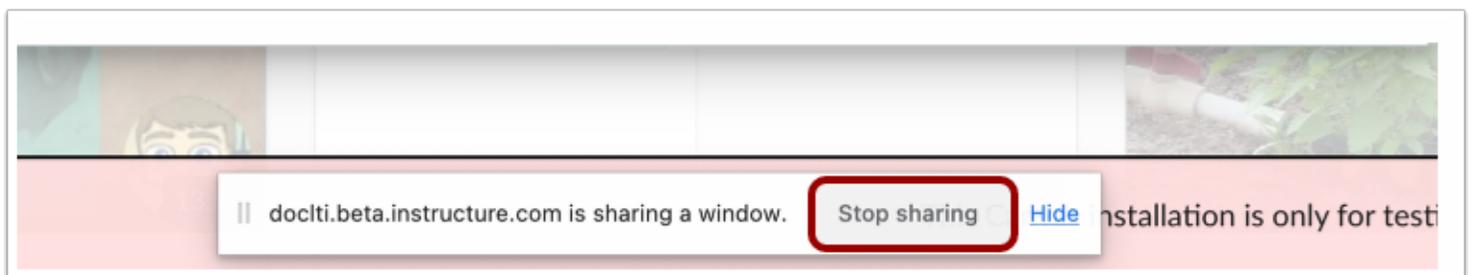


The recording paused message and timestamp displays [1].

To resume recording, click the **Continue** button [2].

To end the paused recording, click the **Finish** button [3].

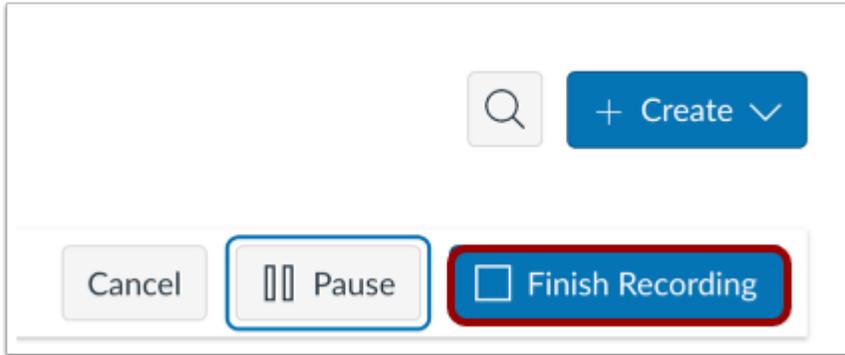
Stop Sharing



To stop screen sharing, click the **Stop sharing** button.

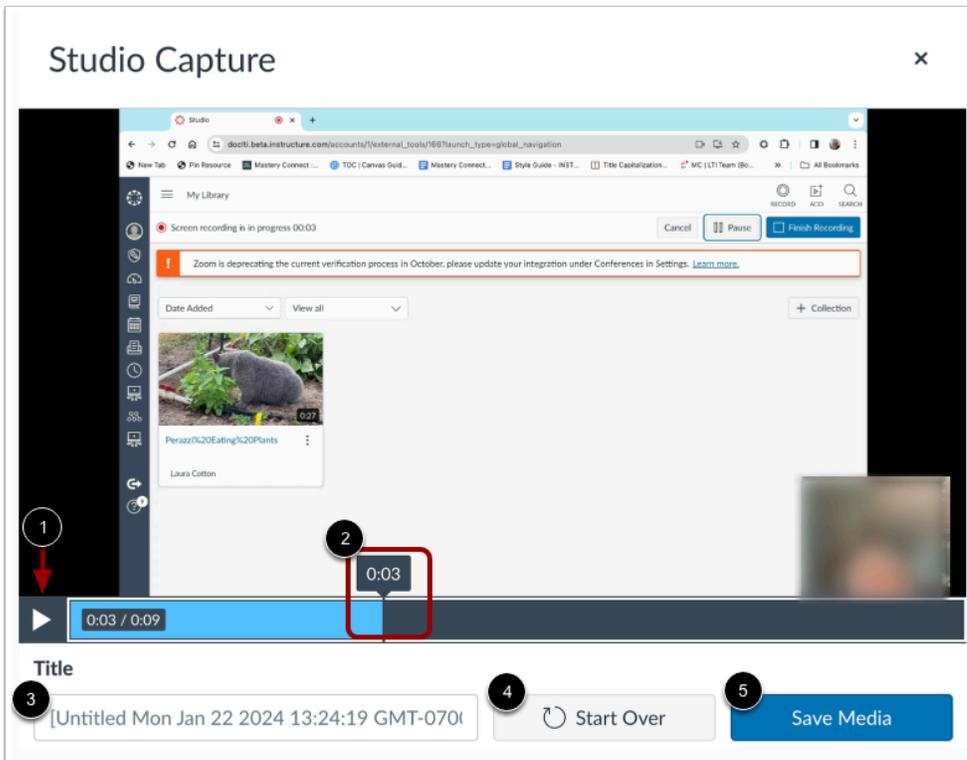
Note: When a recording is in progress, clicking the Stop sharing button ends the recording.

End Recording



Alternatively, to end a recording that is in progress, click the **Finish Recording** button.

Preview and Save



To preview the recording, click the **Play** button [1]. To navigate forward and back in the recording, hover your cursor over the timestamp bar and slide the cursor to the part of the recording you wish to view [2].

To rename the recording file, enter text in the **Title** field [3].

To delete the video and begin a new recording, click the **Start Over** button [4].

To save the recording, click the **Save Media** button [5].

How do I record a screen capture video in Canvas Studio with a Safari or Firefox browser?

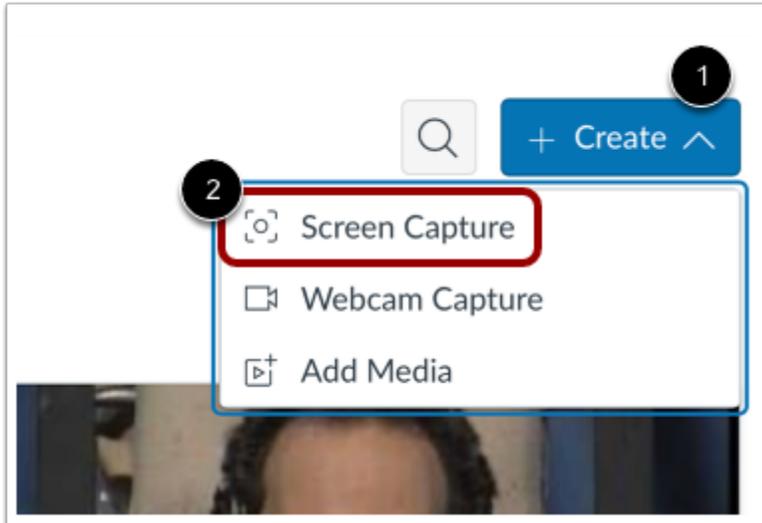
In Canvas Studio you can record a screen capture using a Safari or Firefox browser. Screen captures can be created from any page in your account. You can use the screen capture tool to record media for any length of time, depending on your computer's memory.

You can also [record Canvas Studio screen capture video with a Chrome or Edge browser](#).

Notes:

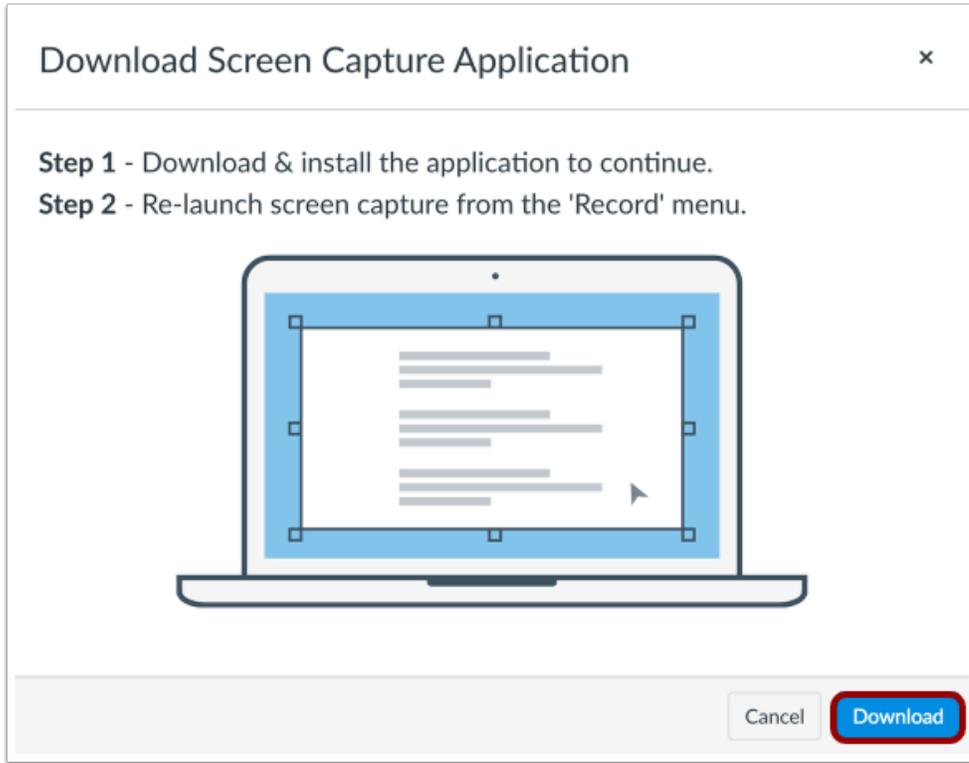
- The third party screen capture application supported in Canvas is Screencast-o-Matic (also known as ScreenPal).
- For more information about the screen capture application functionality, visit the ScreenPal [tutorial videos](#).
- For more information about how screen readers work with screen capture video, please visit [Accessibility within Studio](#).
- If you are using a Mac computer, adjust the Security and Privacy settings in your [Mac's System Preferences](#) to allow screen recording, and update your Mac OS (operating system) to version 10.13 or newer.
- As an admin, you may be able to [install the screen capture application for Microsoft Windows common-use computers](#).
- If you are using Chromebook, visit the guide about [recording a screen capture video in Canvas Studio on a Chromebook](#).

Open Screen Capture



Click the **Create** drop-down menu [1]. Then, click the **Screen Capture** link [2].

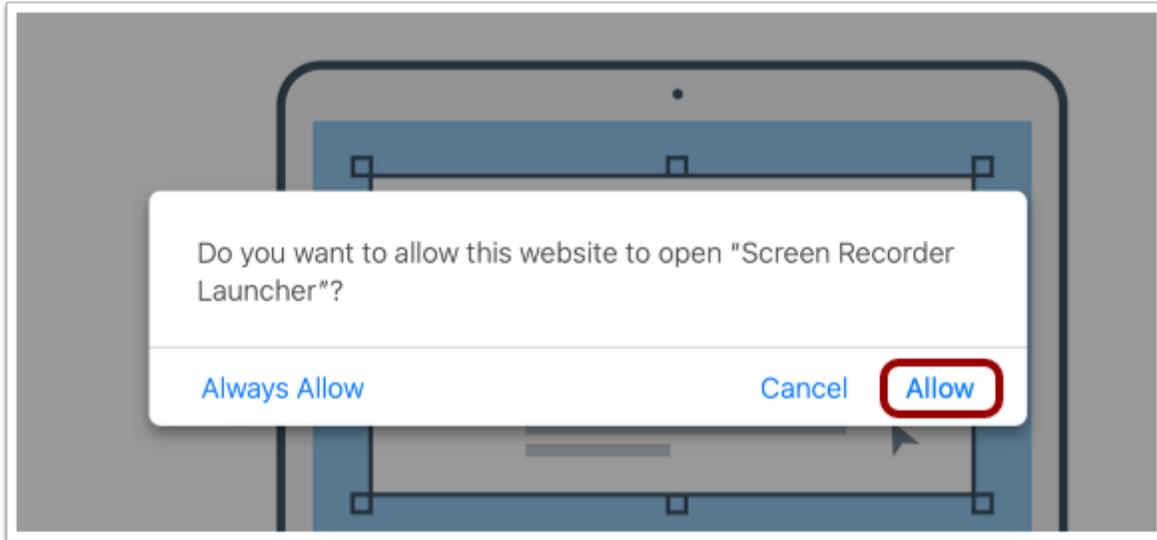
Download and Install Screen Capture Application



To record the screen, download and install the screen capture application. To download the application, click the **Download** button.

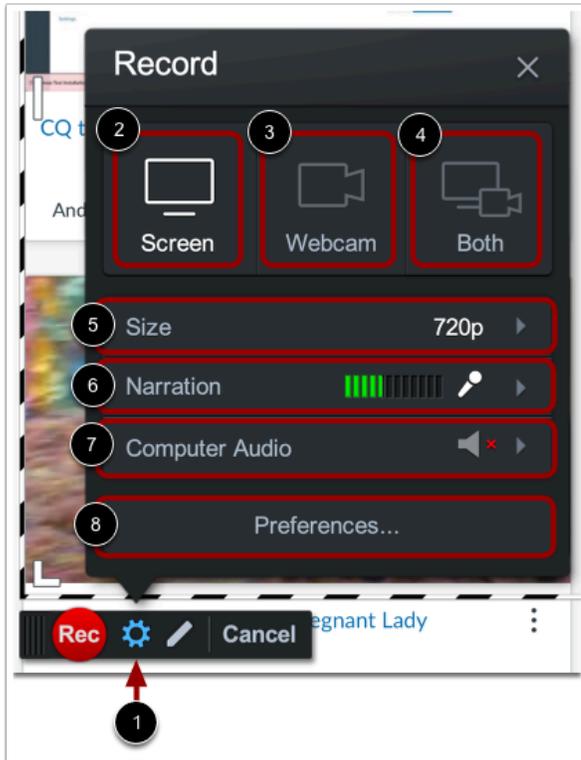
Note: If you have downloaded a different version of the screen capture application, uninstall the previous version and download the most recent version from Studio.

Allow Screen Recorder Launcher



To launch the screen recorder, click the **Allow** link.

View Capture Settings



To manage screen capture settings, click the **Settings** icon [1].

By default, the record screen option is selected [2]. To record using a webcam, click the **Webcam** option [3]. To record using screen capture and your webcam, click the **Both** option [4].

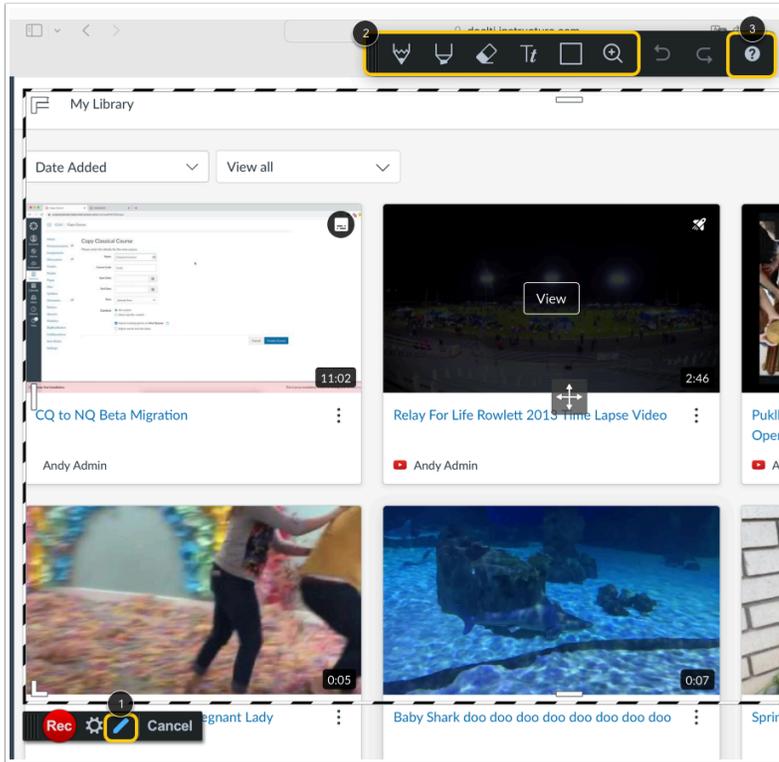
You can set a custom size for the recorded image, or you can record in Fullscreen. To choose the recorded image size, click the **Size** button [5]

By default, your default microphone setting is used to record audio. To change the microphone, click the **Narration** button [6].

By default, computer audio is turned off. To enable recording of system sounds, click the **Computer Audio** button [7].

To manage additional recording preferences, including keyboard controls, hotkeys, and cursor settings, click the **Preferences** button [8].

Manage Draw and Zoom Controls

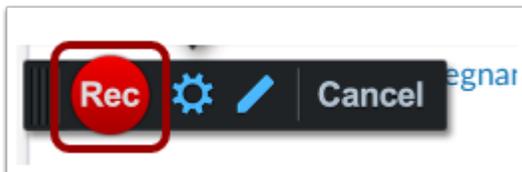


To open the draw and zoom toolbar, click the **Draw** icon [1].

To use drawing and zoom tools, use the icons in the toolbar [2].

For more information about drawing and zoom tools, and a list of keyboard shortcuts, click the **Information** icon [3].

Record Capture



Click the **Record** button.

Pause Recording



Click the **Pause** button.

Preview and Manage Recording



To preview the screen capture, click the **Play** button [1].

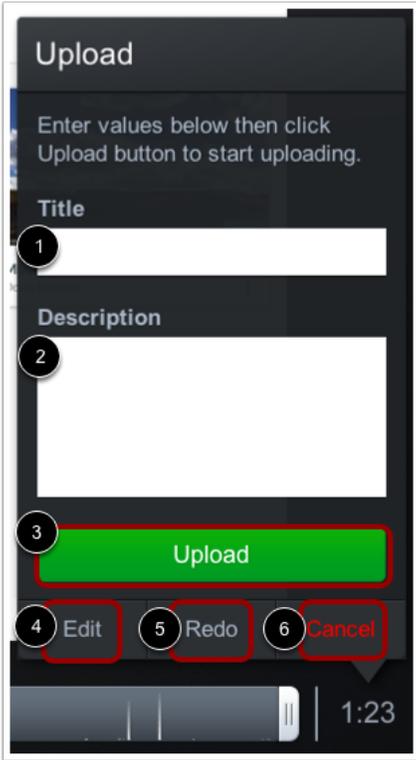
The timestamp displays [2]. To move forward and backward through the video, click the **Forward** and **Back** buttons [3].

To resume the recording, click the **Record** button [4].

To upload the screen capture, click the **Done** button [5].

To delete the screen capture and start over, click the **Delete** button [6].

Upload Screen Capture



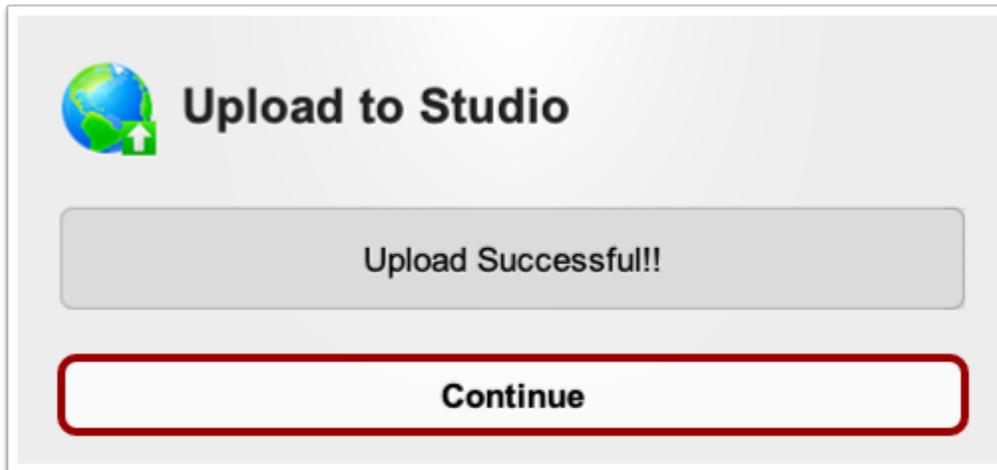
Enter a name for the capture in the **Title** field [1], and a short description of the capture in the **Description** field [2]. Then, click the **Upload** button [3].

To [edit the capture](#) click the **Edit** link [4].

To delete the file and begin a new capture, click the **Redo** link [5].

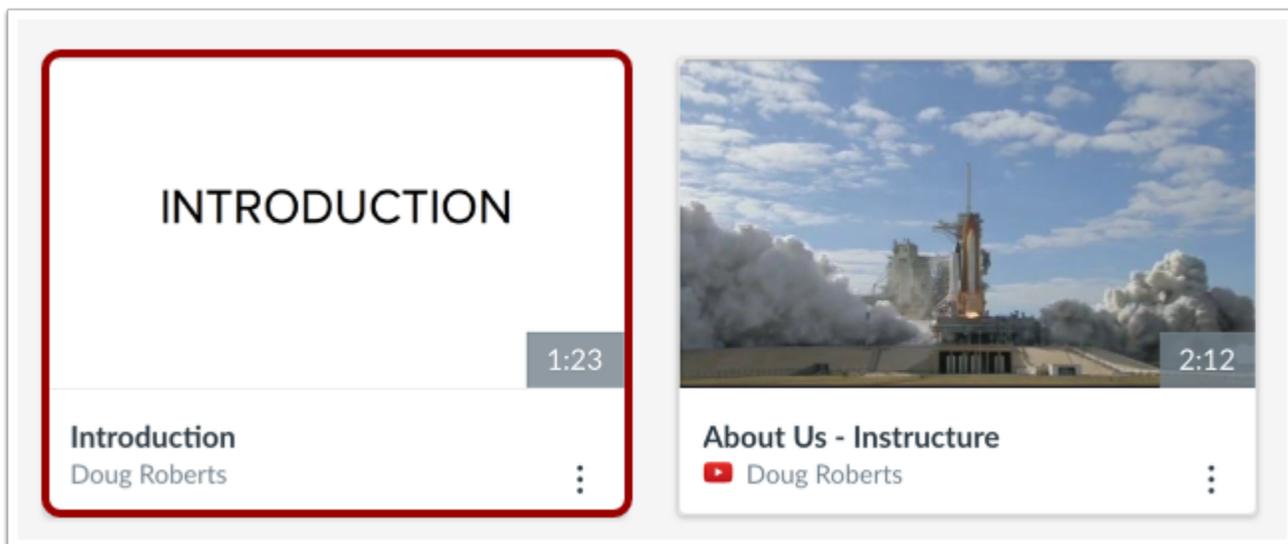
To cancel the capture, click the **Cancel** button [6].

Return to Uploads



Click the **Continue** button.

View Screen Capture



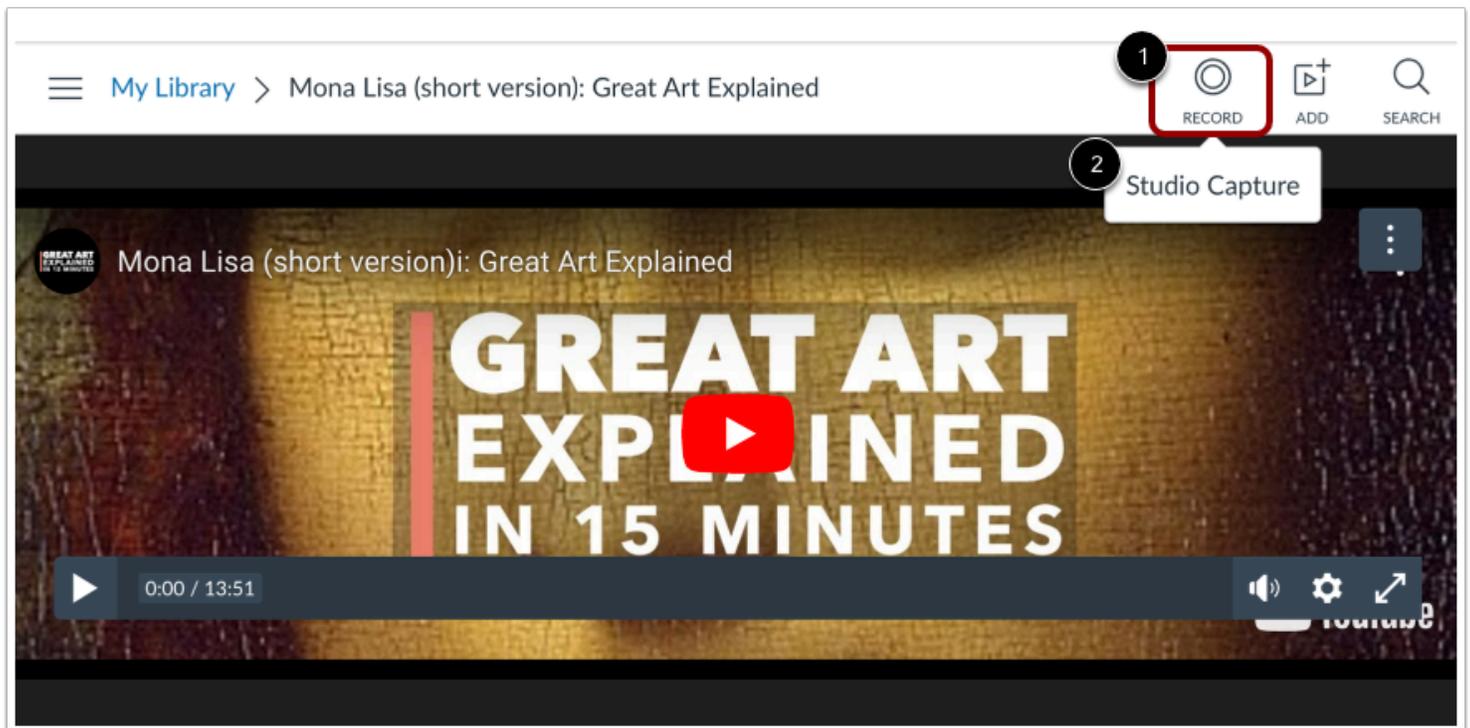
In the My Library page, the screen capture displays. When processing is complete, you can manage all controls and settings.

How do I record a screen capture in Canvas Studio on a Chromebook?

You can record a screen capture video in Canvas Studio on your Chromebook. Screen captures can be created from any page in your Canvas Studio account. You can use the screen capture tool to record media for any length of time, depending on your computer's memory.

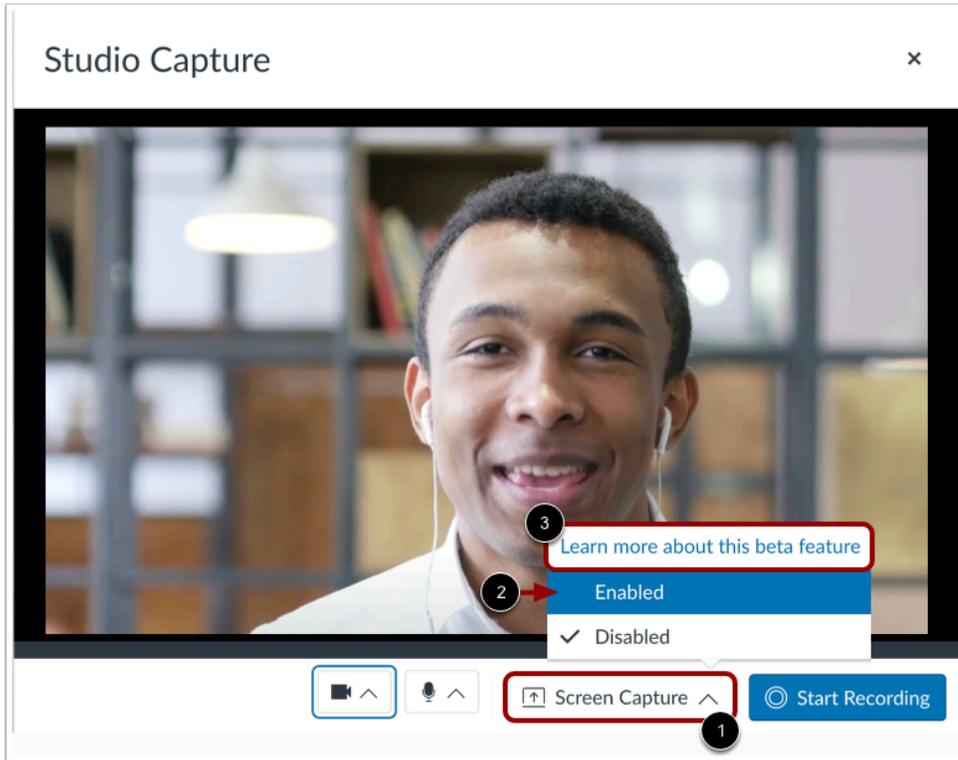
Note: For more information about how screen readers work with recording a video in Studio, visit [Accessibility within Studio](#).

Open Screen Capture Tool



Click the **Record** icon [1]. Then, click the **Studio Capture** link [2].

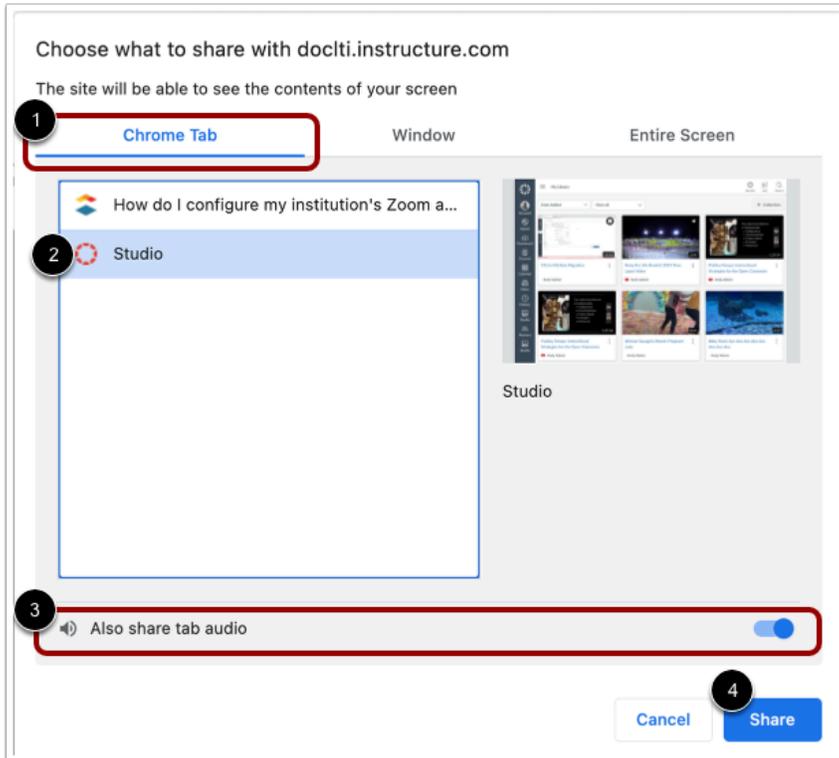
Enable Canvas Studio Capture



Click the **Screen Capture** drop-down menu [1]. By default, Screen Capture is disabled. To enable Screen Capture, click the **Enabled** link [2].

To learn more about Screen Capture for Chrome or Edge browsers, click the **Learn more about this beta feature** link [3].

Share Chrome Tab

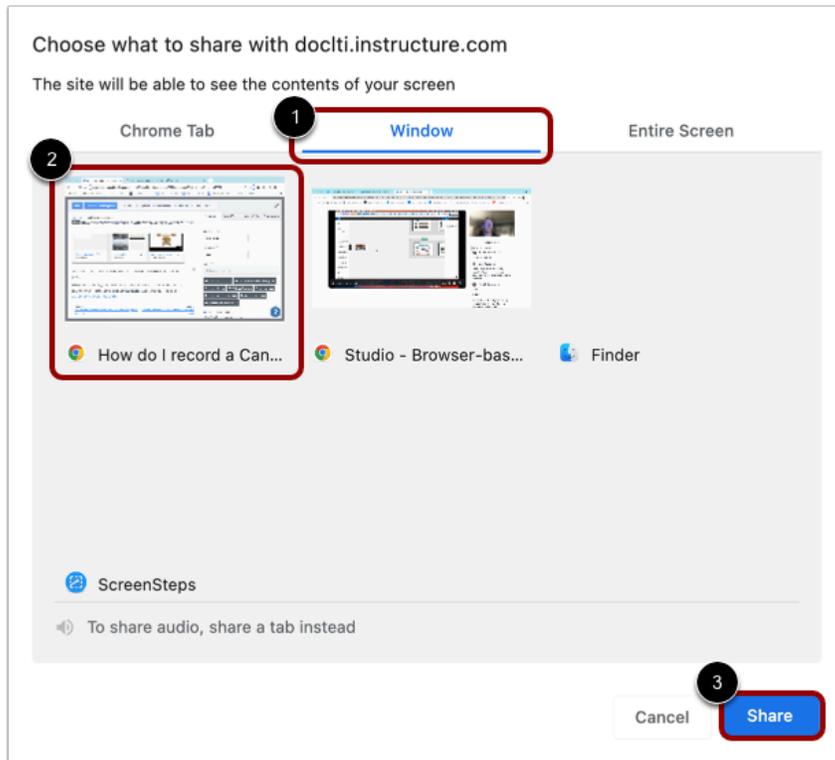


To screen share the contents of a Chrome tab on your browser, click the **Chrome Tab** option [1]. Then, select a tab name from the list [2].

To share tab audio, click the **Also share tab audio** toggle [3].

To begin screen sharing, click the **Share** button [4].

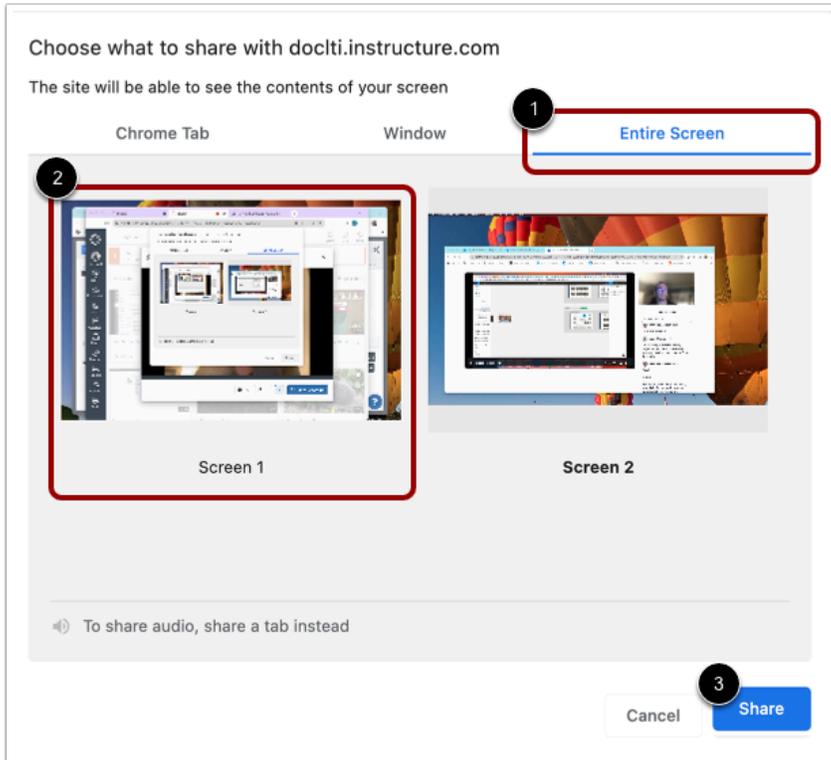
Share Window



To share an entire window on your computer, click the **Window** tab [1]. Then, click the **Window Preview** tile [2].

To begin screen sharing, click the **Share** button [3].

Share Entire Screen

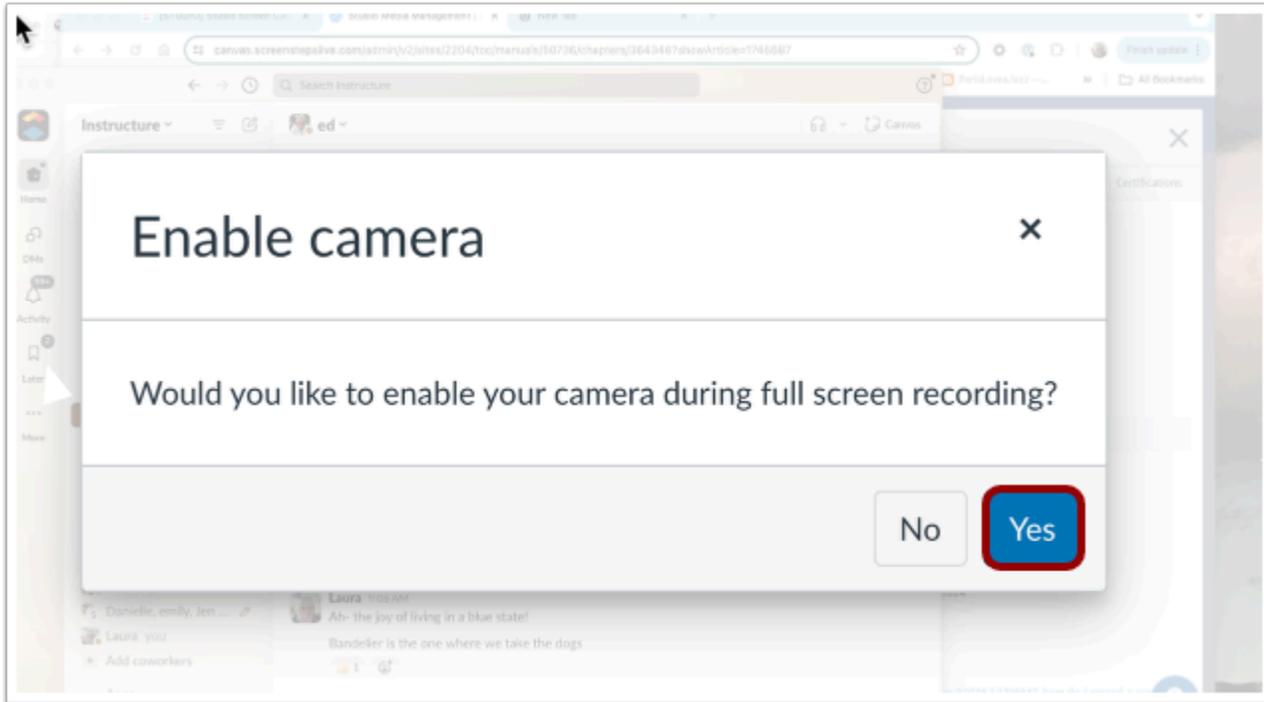


To share your entire computer screen, click the **Entire Screen** tab [1]. If more than one screen is active, click the preview tile for the screen you want to share [2].

To begin screen sharing, click the **Share** button [3].

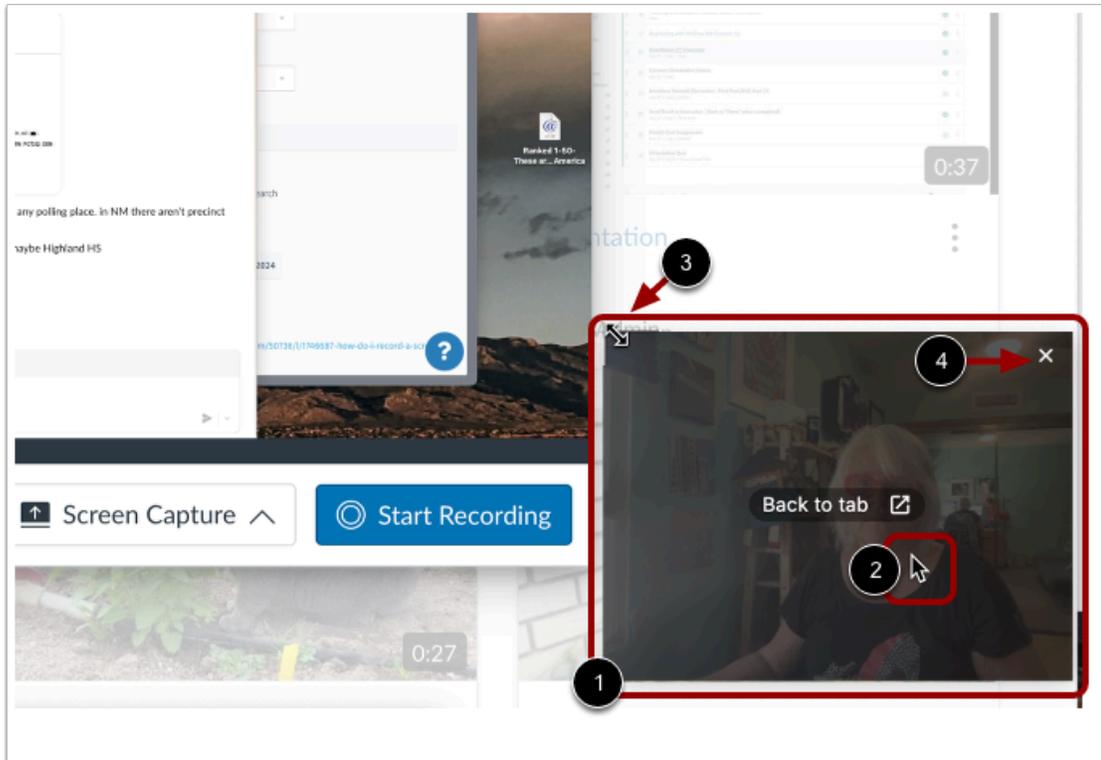
Note: If you receive an error message when trying to initiate entire screen sharing, check to make sure that Chrome has been enabled for screen recording in your computer settings.

Enable Picture-in-Picture



If you select the Entire Screen tab, you can enable your webcam during recording to create a picture-in-picture display.

After you click the Share button, the Enable Camera window displays. To enable your camera and open the picture-in-picture display, click the **Yes** button [1].

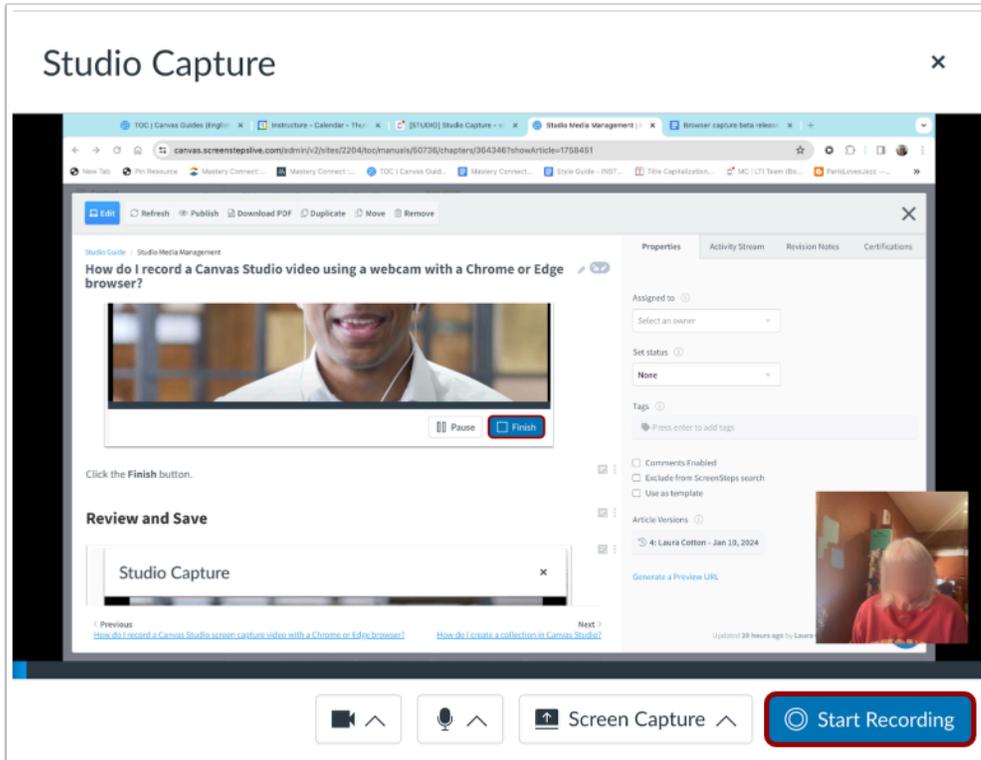


The picture-in-picture window displays a live view from your webcam [1]. To move the picture-in-picture window, click your cursor on the window, then drag the window to a new location [2].

To resize the window, click the cursor on a corner of the window to display the **Resize** icon [3]. Then, drag the corner to resize the image.

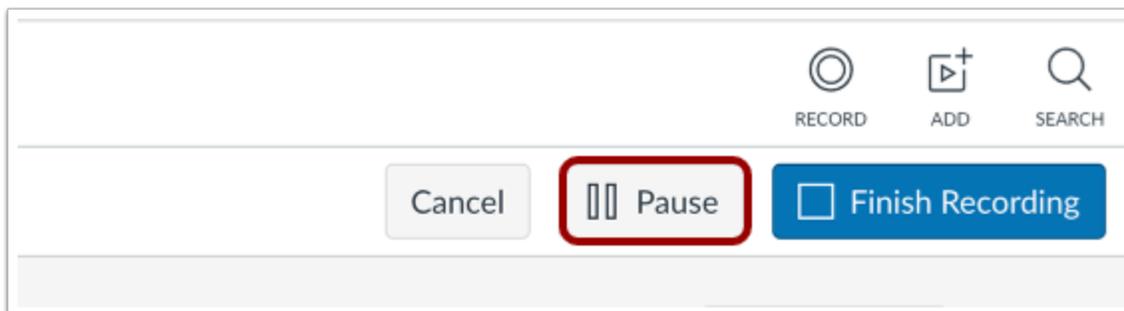
To close the picture-in-picture window, click the **Close** icon [4].

Begin Recording



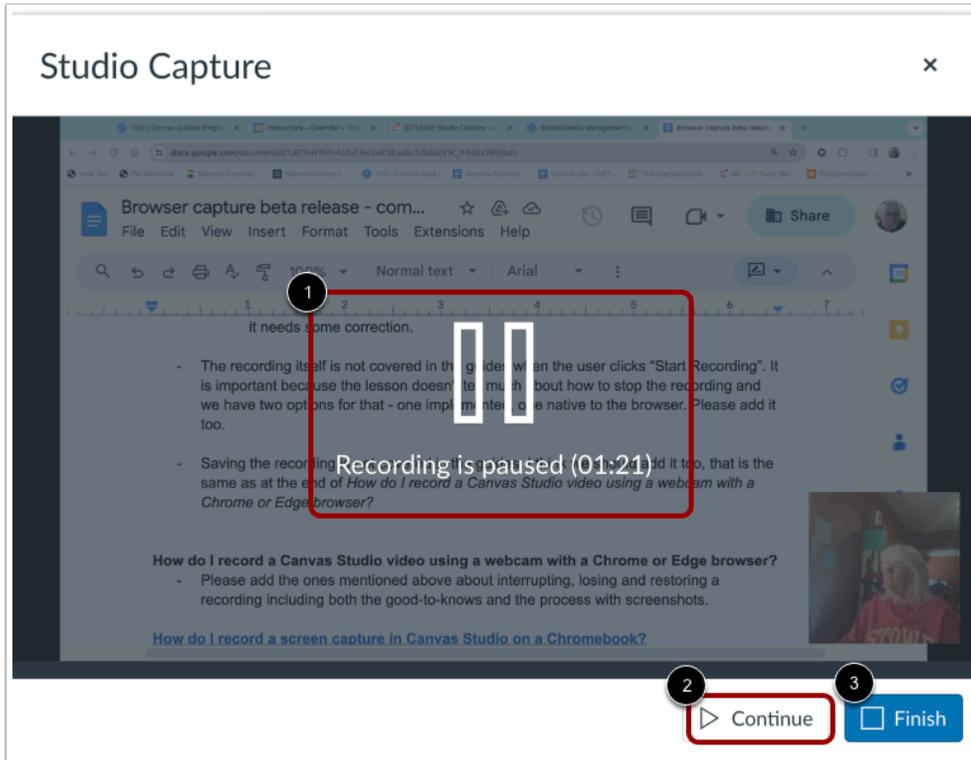
Click the **Start Recording** button.

Pause Recording



To pause your recording, click the **Pause** button. This pauses both your screen recording and your webcam recording.

Resume or End Paused Recording

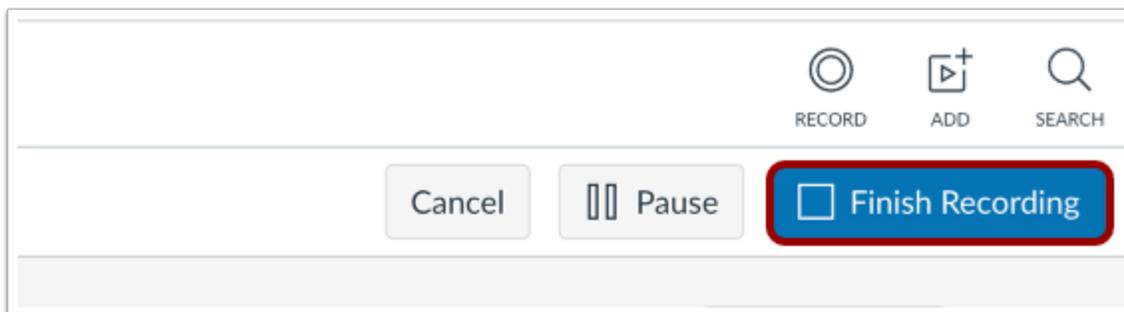


The recording paused message and timestamp displays [1].

To resume recording, click the **Continue** button [2].

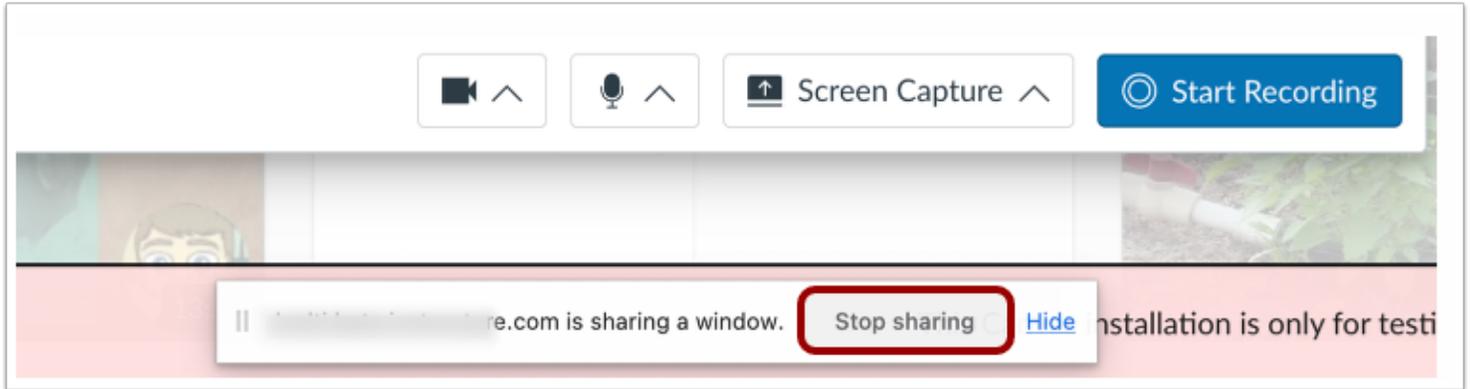
To end the paused recording, click the **Finish** button [3].

End Recording



To end a recording that is in progress, click the **Finish Recording** button.

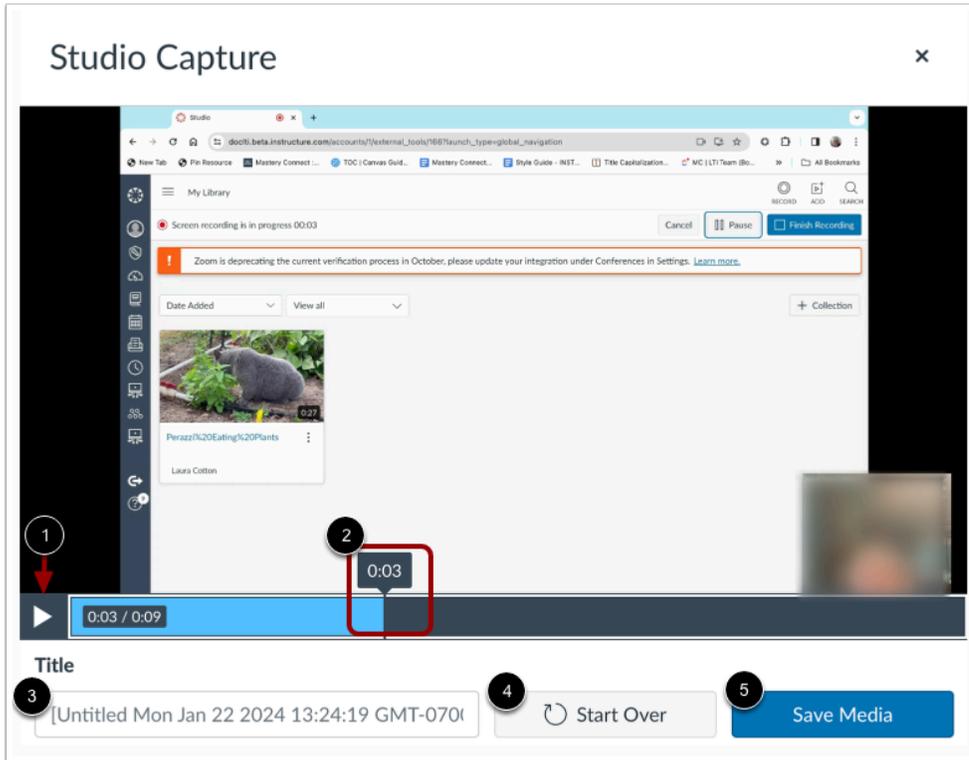
Stop Screen Sharing



To stop screen sharing, click the **Stop sharing** button.

Note: When a recording is in progress, clicking the Stop sharing button ends the recording.

Preview and Save



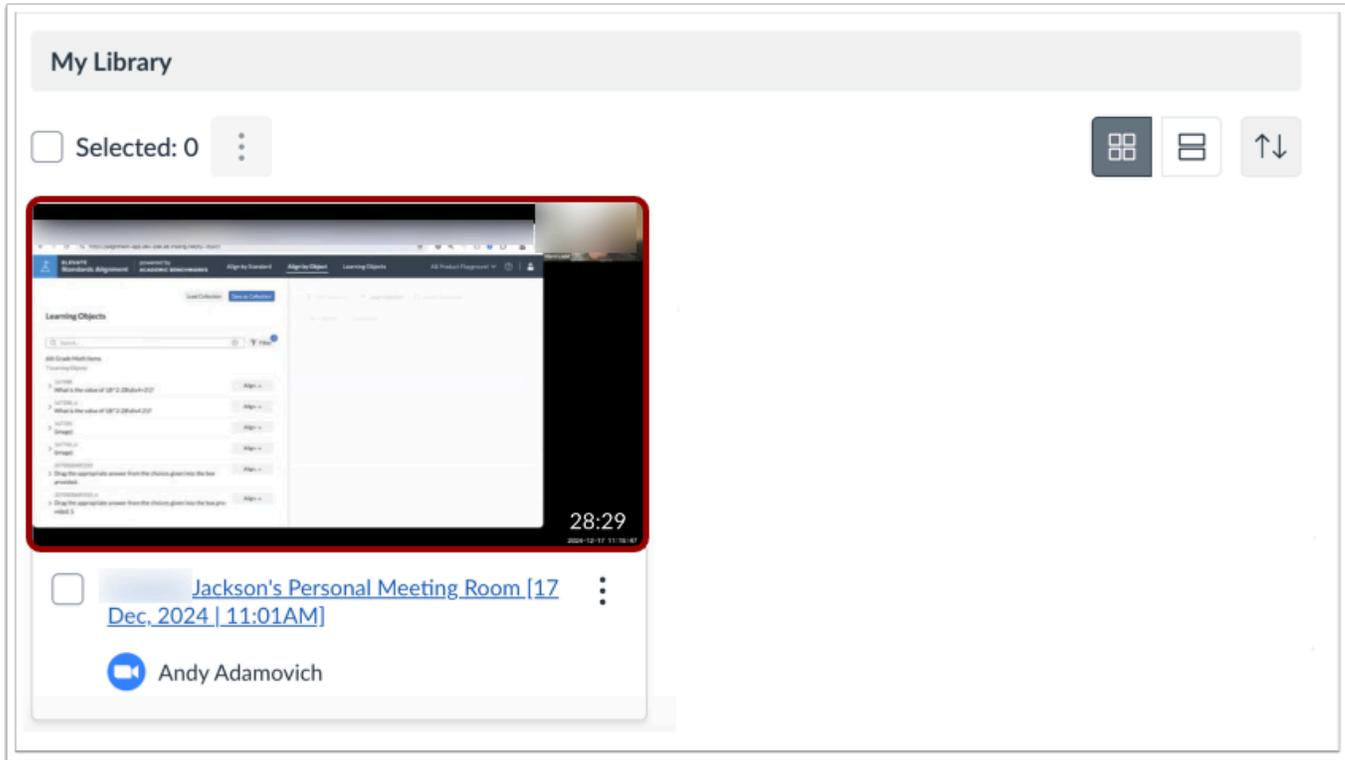
To preview the recording, click the **Play** button [1]. To navigate forward and back in the recording, hover your cursor over the timestamp bar and slide the cursor to the part of the recording you wish to view [2].

To rename the recording file, enter text in the **Title** field [3].

To delete the video and begin a new recording, click the **Start Over** button [4].

To save the recording, click the **Save Media** button [5].

View in Media Library



The saved recording displays in your media library.

How do I recover an interrupted recording in Canvas Studio Capture for Chrome and Edge browsers?

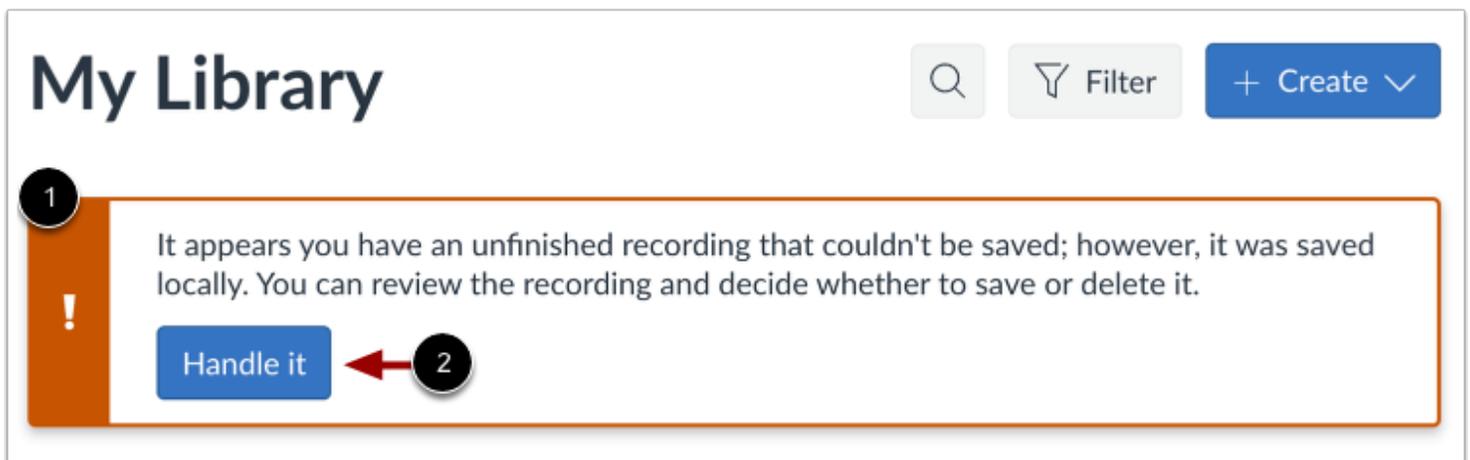
Canvas Studio Capture is an integrated screen capture option currently available for Google Chrome or Microsoft Edge browsers. Canvas Studio Capture for Chrome and Edge browsers has expanded recovery features that allow you to continue recording if connectivity is lost and to save partial recordings interrupted by a browser crash or loss of power during recording.

In the event of a power loss, or if your browser crashes during recording, a draft of your unfinished recording is saved in your browser and Canvas Studio prompts you to delete the unfinished media or save it to your Studio library the next time you open Studio.

If connectivity is lost during recording, Canvas Studio Capture continues to record without interruption using the computer's memory. If connectivity is not restored when the recording is complete, a draft is saved in your browser and Canvas Studio prompts you to delete or save the media to your library the next time you open Studio.

Note: The prompt to restore video displays only when you are logged in to the same Studio user account on the same device where the recording was made.

View Unfinished Recording Message

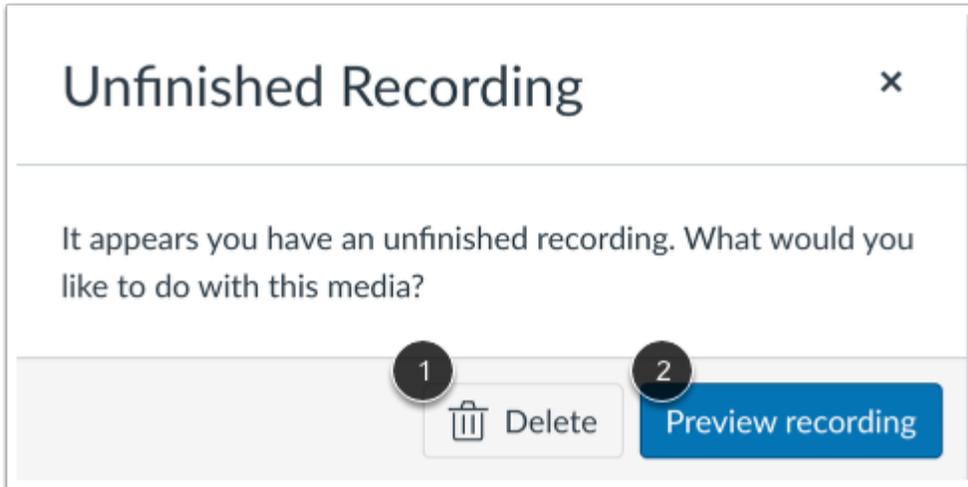


The screenshot shows the 'My Library' interface. At the top, there is a search icon, a 'Filter' button, and a '+ Create' button with a dropdown arrow. Below this, a notification banner is displayed. The banner has a dark orange background on the left side with a white exclamation mark icon. The text of the notification reads: 'It appears you have an unfinished recording that couldn't be saved; however, it was saved locally. You can review the recording and decide whether to save or delete it.' Below the text is a blue button labeled 'Handle it'. A red arrow points from a circled '2' to the 'Handle it' button. A circled '1' is positioned at the top left of the notification banner.

If you experience a browser crash or loss of power while recording a video, the unfinished recording notification displays when your browser is restored [1].

To manage the unfinished recording, click the **Handle it** button [2].

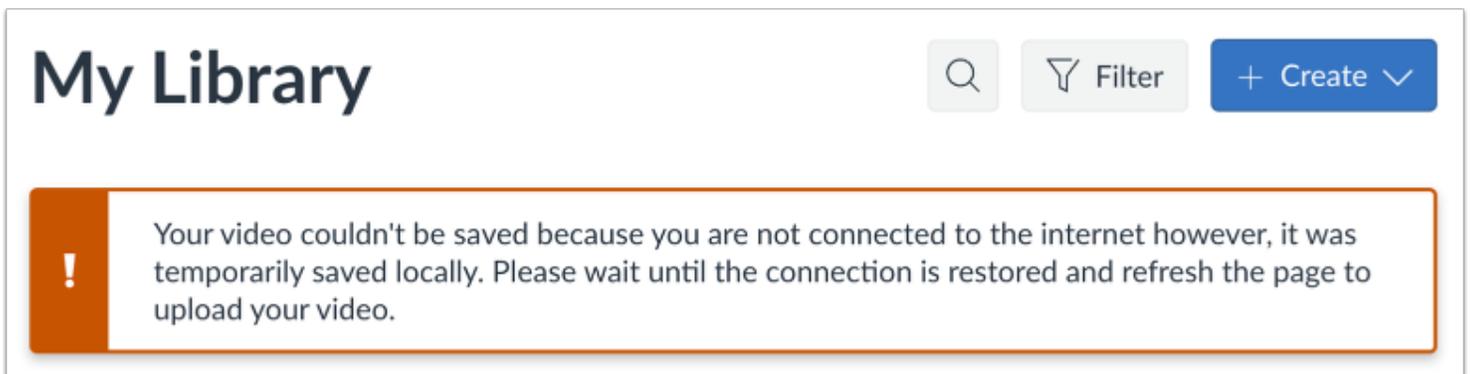
Manage Unfinished Recording



To delete the unfinished recording, click the **Delete** button [1].

To preview the unfinished recording, click the **Preview recording** button [2].

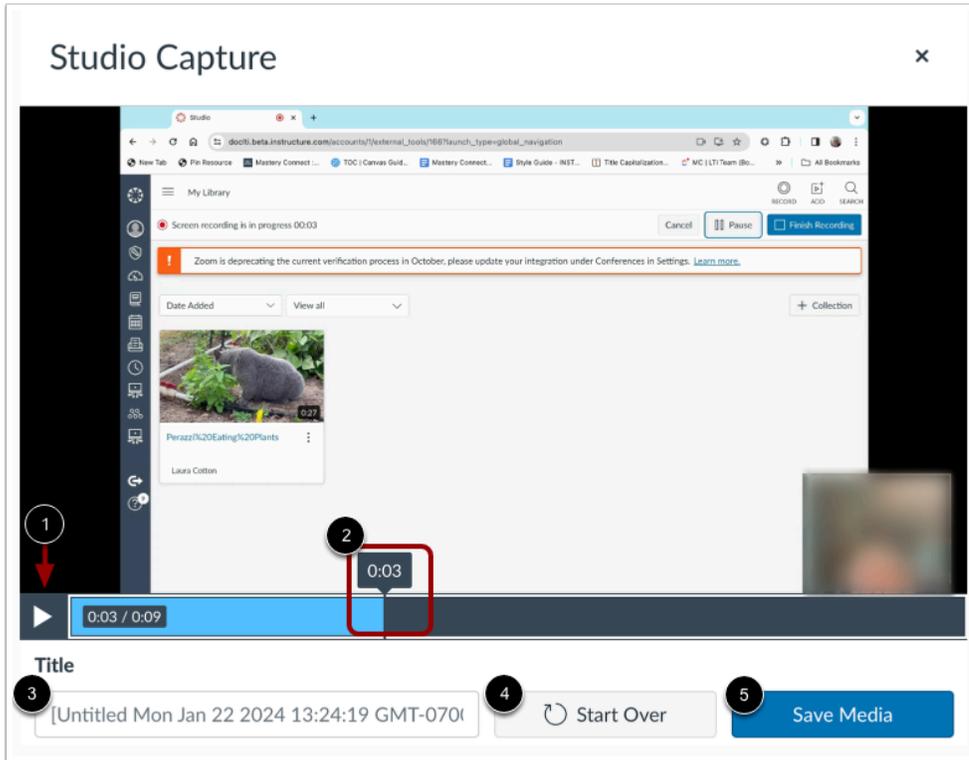
View Upload Video Message



If connectivity is lost during recording, Canvas Studio continues to record without interruption using your computer's memory. If connectivity has not been restored when you end the recording, the Upload Video message displays.

When the connection is restored, refresh the page, then preview and save or delete the recording.

Preview and Save



To preview the recording, click the **Play** button [1]. To navigate forward and back in the recording, hover over the timestamp bar and slide the cursor to the part of the recording you wish to view [2].

To rename the recording file, enter text in the **Title** field [3].

To delete the video and begin a new recording, click the **Start Over** button [4].

To save the recording, click the **Save Media** button [5].

How do I embed Canvas Studio media in a Canvas course using a Chrome or Edge Browser?

In Canvas, users can embed media from Canvas Studio in any feature area with the Rich Content Editor, including Assignments, Discussions, and Pages. Media is embedded using the Studio LTI tool. You can select existing media and also upload new media through the Studio LTI tool.

When embedding media in Canvas, you can choose to hide or display media tabs. Media tabs give you access to media details, comments, insights, and captions. When media tabs are disabled, embedded Canvas Studio media can be resized in the user interface. Regardless of comments, embedded media views are always included in analytics.

If needed, you can embed YouTube or Vimeo videos at a particular timestamp. Additionally, when embedding media in Canvas, the download option is disabled by default for media you own, but you can choose to enable the download option.

Embedding Media in Assignments and Discussions

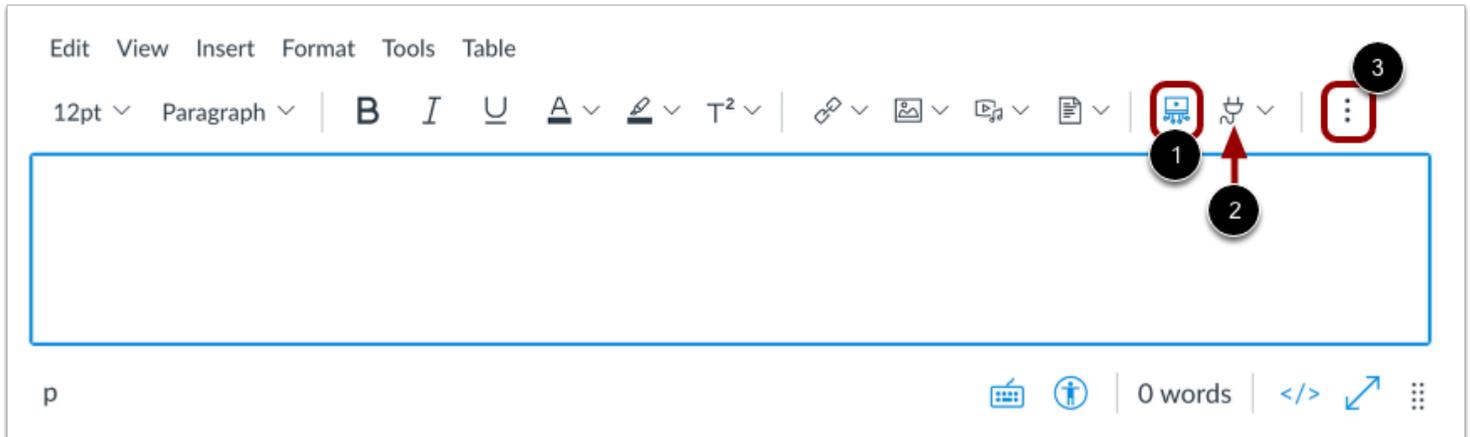
If you are an instructor and embedding media in an assignment or a [discussion](#), you may consider disabling comments. For graded assignments, inline comments are not a replacement for submissions and never display in SpeedGrader. For instance, when embedding media in a graded discussion, students could post inline comments, but to receive a grade, they would also have to post a reply to the graded discussion. The discussion reply would display in SpeedGrader for grading. However, comments could be enabled when embedding media in a No Submission or Not Graded assignment.

Embedding Media as a Student

If you are a student, you can embed Canvas Studio media in a [discussion reply](#), a [text entry assignment](#), or a [file upload assignment](#). Media you embed into a Canvas course or group is created as a new copy owned by your instructor. When embedding media, you will not be able to edit any details, so you may want to confirm the name of your media before it is uploaded. Otherwise, you can contact your instructor to modify the details of your media.

Note: This lesson describes the process for embedding Studio media using a Chrome or Edge browser only. Learn more about [embedding media using a Safari or Firefox browser](#).

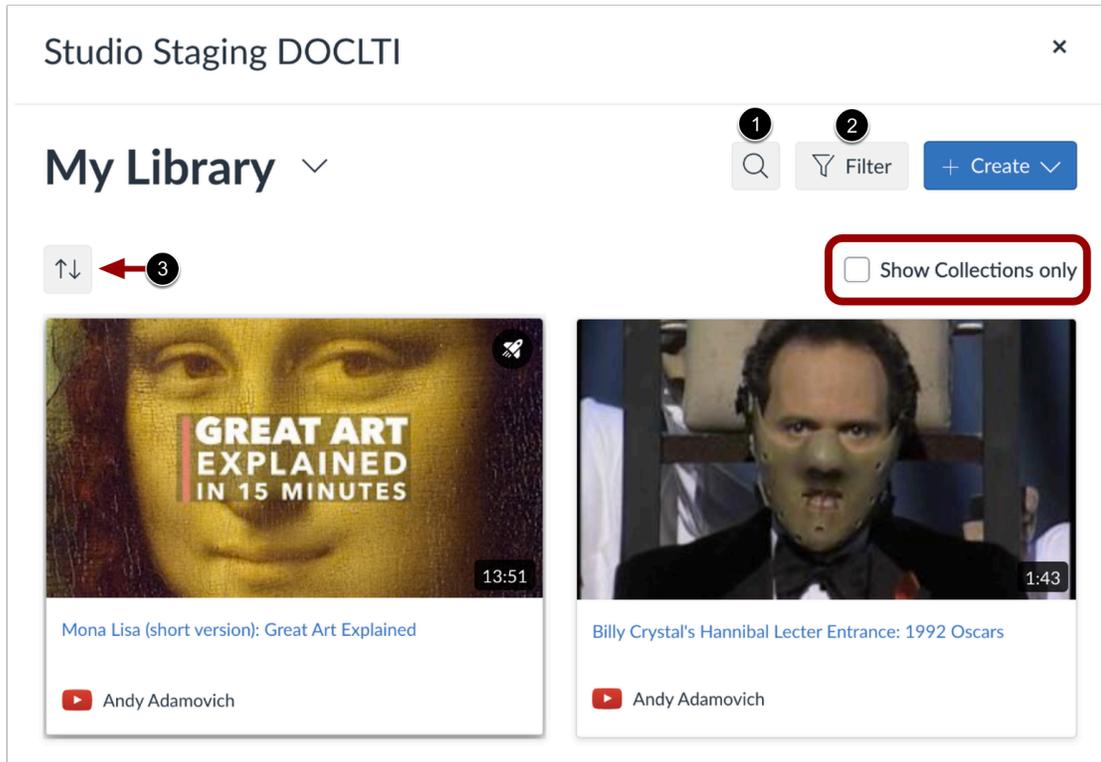
Open Studio in Rich Content Editor



Open any Canvas feature area that supports the Rich Content Editor, such as Discussions, Assignments, or Pages. Click the **Studio** icon [1]. Alternatively, you can click the **App** icon [2].

Note: If the Studio icon does not display in the toolbar, click the **Options** icon [3].

Locate Media



Studio Staging DOCLTI

My Library

1 Search 2 Filter + Create

3 Sort

Show Collections only

Mona Lisa (short version): Great Art Explained 13:51
Andy Adamovich

Billy Crystal's Hannibal Lecter Entrance: 1992 Oscars 1:43
Andy Adamovich

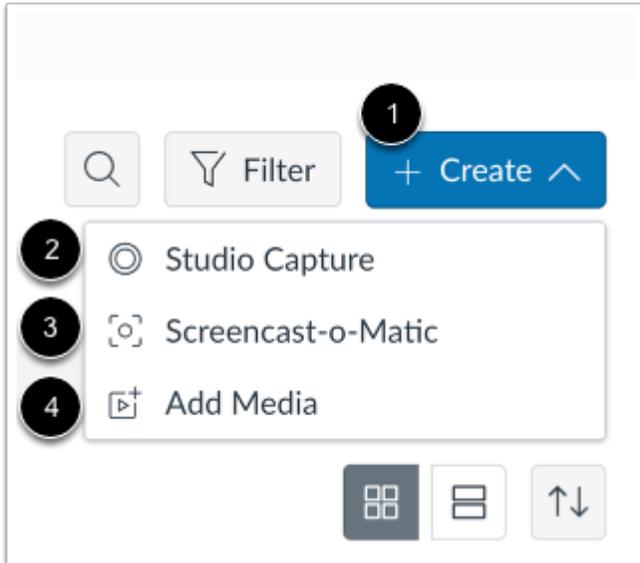
To search for a video or audio file, click the **Search** button [1].

To filter results, click the **Filter** button [2].

To sort by created date or name, click the **Sort** button [3].

To show collections only, click the **Show Collections only** checkbox [4].

Upload New Media



To upload new media, click the **Create** drop-down menu [1].

To record a [webcam recording](#) or [screen capture](#) using the Studio Screen Capture option, click the **Studio Capture** link [2].

Alternatively, to use Screencast-o-Matic to record a screen capture, click the **Screencast-o-Matic** link [3].

To add a media file from your computer, or from YouTube or Vimeo, click the **Add Media** link [4].

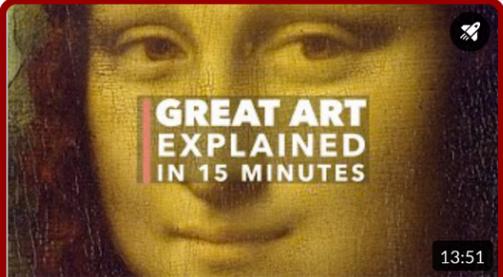
Note: You can also embed a video in a Canvas course using a [Safari or Firefox browser](#).

Select Media

Studio Staging DOCLTI ×

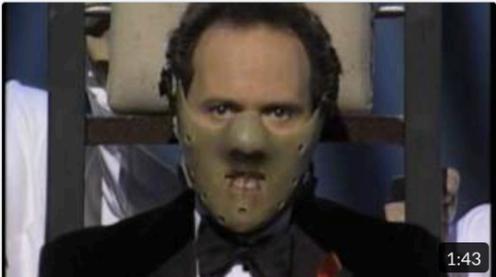
My Library ▾ 🔍 Filter + Create ▾

↕ Show Collections only



Mona Lisa (short version): Great Art Explained

Andy Adamovich

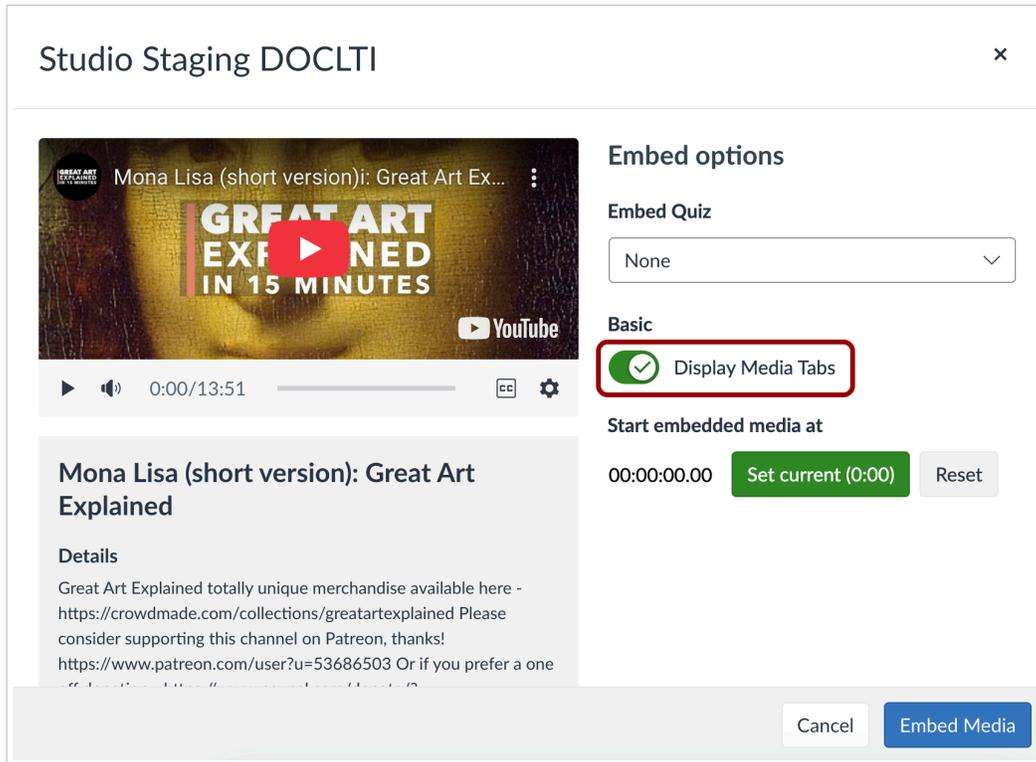


Billy Crystal's Hannibal Lecter Entrance: 1992 Oscars

Andy Adamovich

To select the media, click the media thumbnail.

Display or Hide Media Tabs

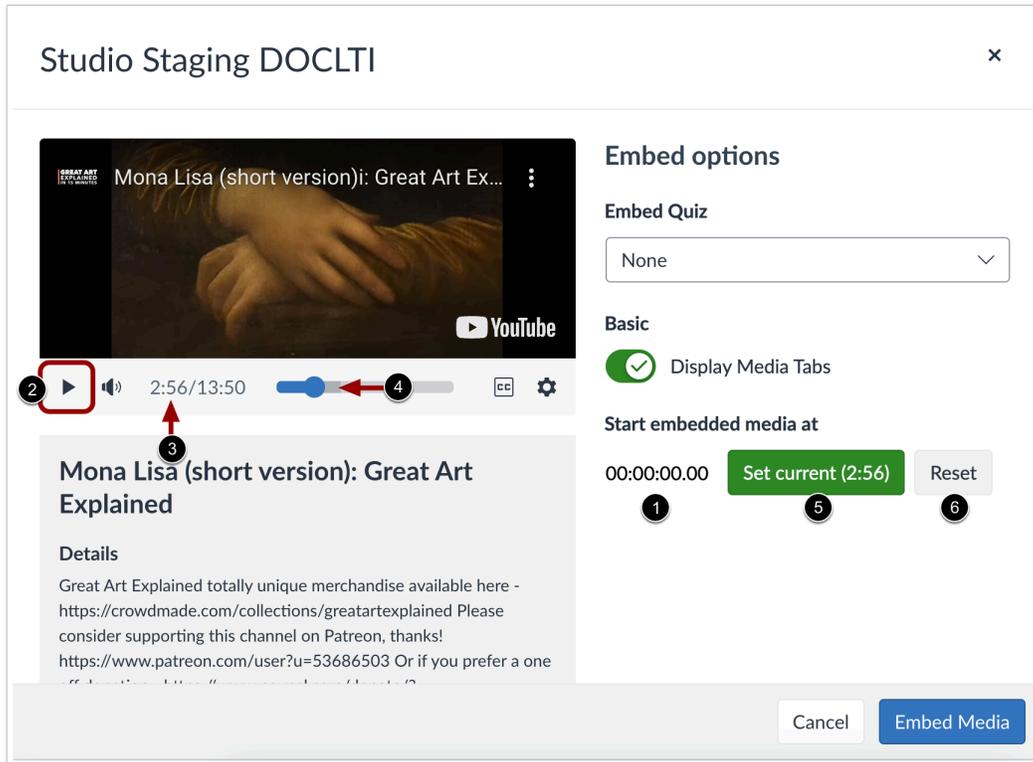


The screenshot shows the 'Studio Staging DOCLTI' interface. On the left is a video player for 'Mona Lisa (short version): Great Art Ex...'. The video player includes a play button, volume icon, a progress bar at 0:00/13:51, and icons for closed captions and settings. Below the video player is a 'Details' section with text: 'Great Art Explained totally unique merchandise available here - https://crowdmade.com/collections/greatartexplained Please consider supporting this channel on Patreon, thanks! https://www.patreon.com/user?u=53686503 Or if you prefer a one...'. On the right is the 'Embed options' panel. Under 'Embed Quiz', a dropdown menu is set to 'None'. Under 'Basic', the 'Display Media Tabs' toggle is checked and highlighted with a red box. Below this, the 'Start embedded media at' section shows '00:00:00.00' with 'Set current (0:00)' and 'Reset' buttons. At the bottom of the panel are 'Cancel' and 'Embed Media' buttons.

You can display Media Tabs in the embedded media file. The Media Tabs can include the Details, Comments, Insights, and Captions tabs. To display or hide the Media Tabs in the embedded media file, click the **Display Media Tabs** toggle on or off.

Note: By default, this option may be on or off. Admins control whether it is on or off by default through [Studio Settings](#).

Set Start Time for Media



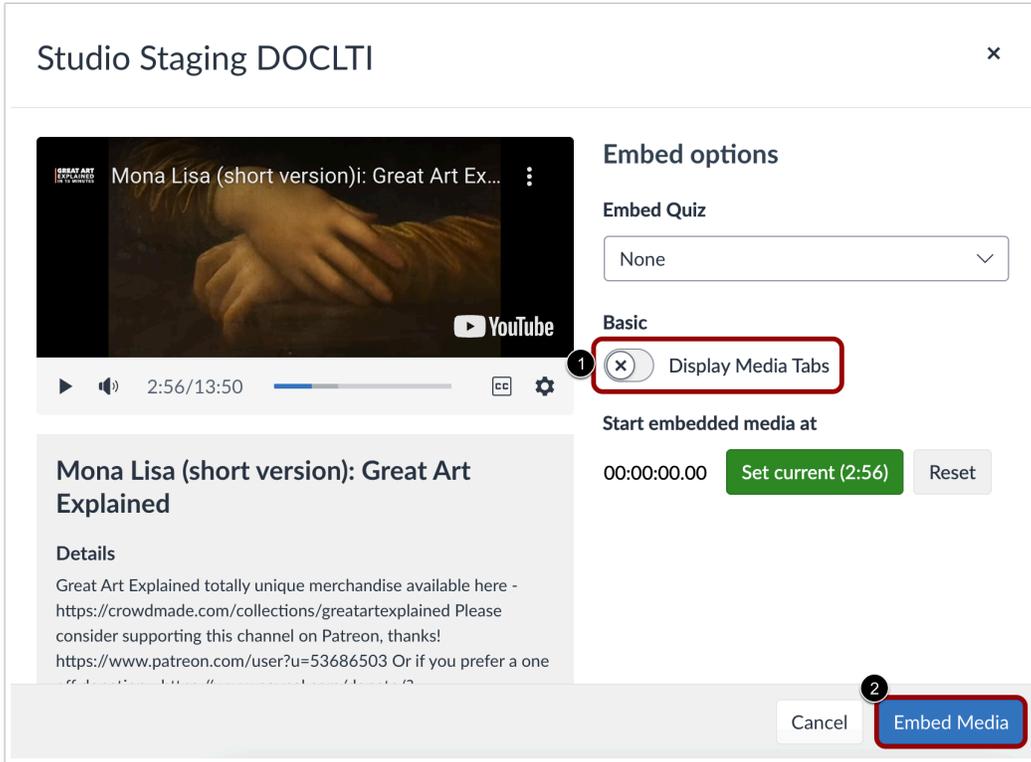
When embedding media from Vimeo or YouTube, you can use timestamp-based embedding. To select the timestamp where the beginning of pertinent content is highlighted on playback, enter it in the **Start embedded media at** field [1].

Alternatively, you can locate a start time in the media player. To begin play back, click the **Start** button [2]. The timestamp displays [3]. To navigate through the media, click and drag the time stamp indicator [4]. When the media reaches the desired start point, stop the playback and click the **Set Current** button [5].

To reset and set a new start time, click the **Reset** button [6].

Note: Discussions created directly in a group do not include the embed options for Studio media and do not track viewership data. To view the embed options and viewership data when creating a discussion for a course group, the discussion must be created on the course level then set as a group discussion.

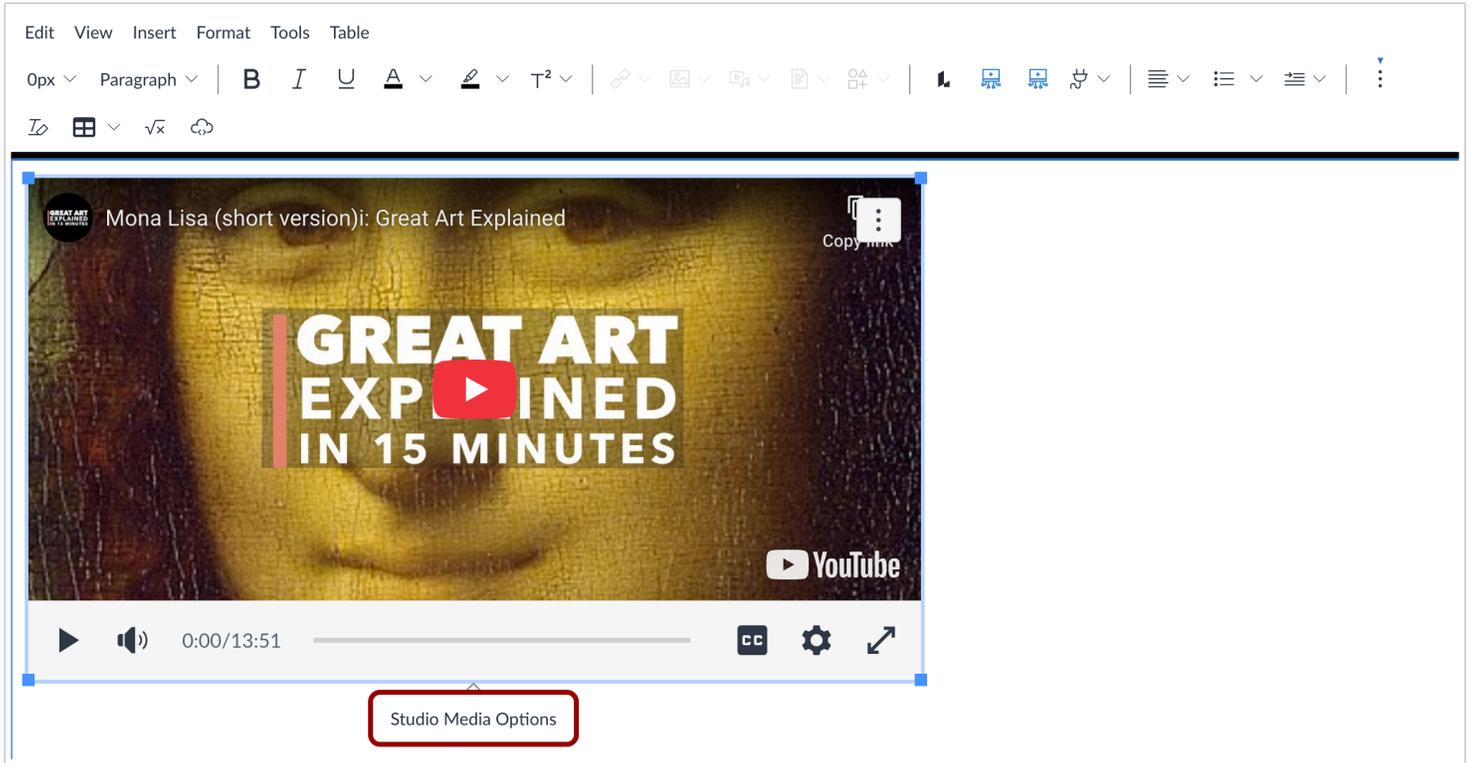
Resize Embedded Media



The screenshot shows the 'Studio Staging DOCLTI' interface. On the left is a video player for 'Mona Lisa (short version): Great Art Ex...'. On the right is the 'Embed options' panel. Under 'Embed Quiz', a dropdown menu is set to 'None'. Under 'Basic', the 'Display Media Tabs' toggle is turned off, indicated by a red box and a circled '1'. Below this, the 'Start embedded media at' section shows '00:00:00.00' with a green 'Set current (2:56)' button and a grey 'Reset' button. At the bottom right, there are 'Cancel' and 'Embed Media' buttons, with the 'Embed Media' button highlighted by a red box and a circled '2'.

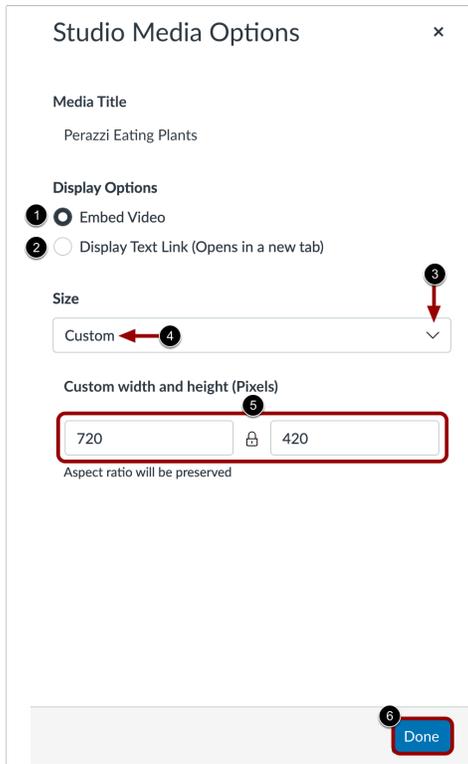
To resize media, media tabs must be disabled. To disable media tabs, click the **Display Media Tabs** toggle off [1]. Then, click the **Embed Media** button [2].

Open Studio Media Options



The screenshot shows the Canvas LMS interface. At the top, there is a menu bar with 'Edit', 'View', 'Insert', 'Format', 'Tools', and 'Table'. Below the menu bar is a toolbar with various icons for text formatting, alignment, and media. The main content area displays a video player. The video is titled 'Mona Lisa (short version): Great Art Explained'. The video player has a red box around the 'Studio Media Options' link at the bottom center.

Click in the video window to display the Studio Media Options pop-up. Then, click the **Studio Media Options** link.



The Studio Media Options tray displays information about the media, including the media title, and display and sizing options.

You can customize how the embedded media displays. To embed the video directly in the rich content editor, click the **Embed Video** radio button [1]. To display a text link to open the media in a new tab, click the **Display Text Link (Opens in a new tab)** radio button [2].

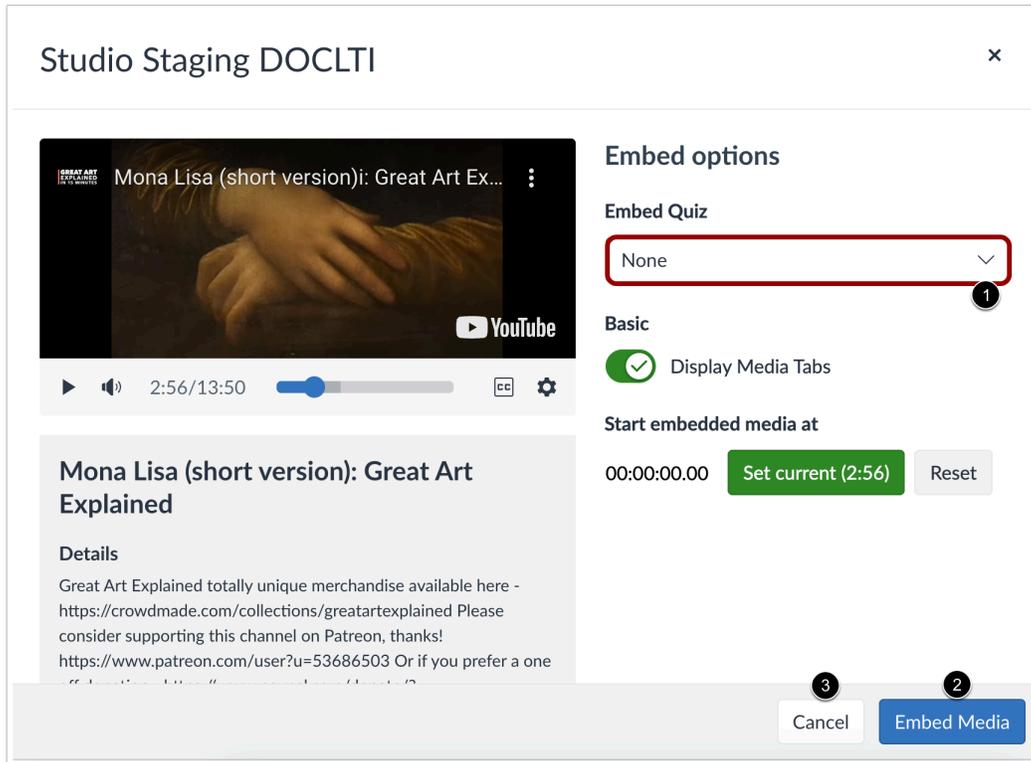
To select a pre-set size from a list, click the **Size** drop-down menu [3]. Pre-set size options include medium, large, and extra large.

To enter a custom size, select the **Custom** option [4]. Enter a custom width or height in pixels in the size fields [5]. As you enter a size, the other field automatically updates to preserve the aspect ratio.

To save the selected options, click the **Done** button [6].

Note: The media title cannot be edited from the Studio Media Options tray. To edit the media title, [view the media details](#).

Embed Media



The screenshot shows the 'Studio Staging DOCLTI' interface. On the left is a video player for 'Mona Lisa (short version): Great Art Ex...'. Below the video is a description: 'Mona Lisa (short version): Great Art Explained' and 'Details' with links to merchandise and Patreon. On the right is the 'Embed options' panel. It includes an 'Embed Quiz' dropdown menu set to 'None' (marked with a red box and a circled '1'). Below that is a 'Basic' section with a checked 'Display Media Tabs' option. At the bottom of the panel is a 'Start embedded media at' section with a time input '00:00:00.00', a 'Set current (2:56)' button, and a 'Reset' button. At the very bottom of the interface are 'Cancel' (marked with a circled '3') and 'Embed Media' (marked with a circled '2') buttons.

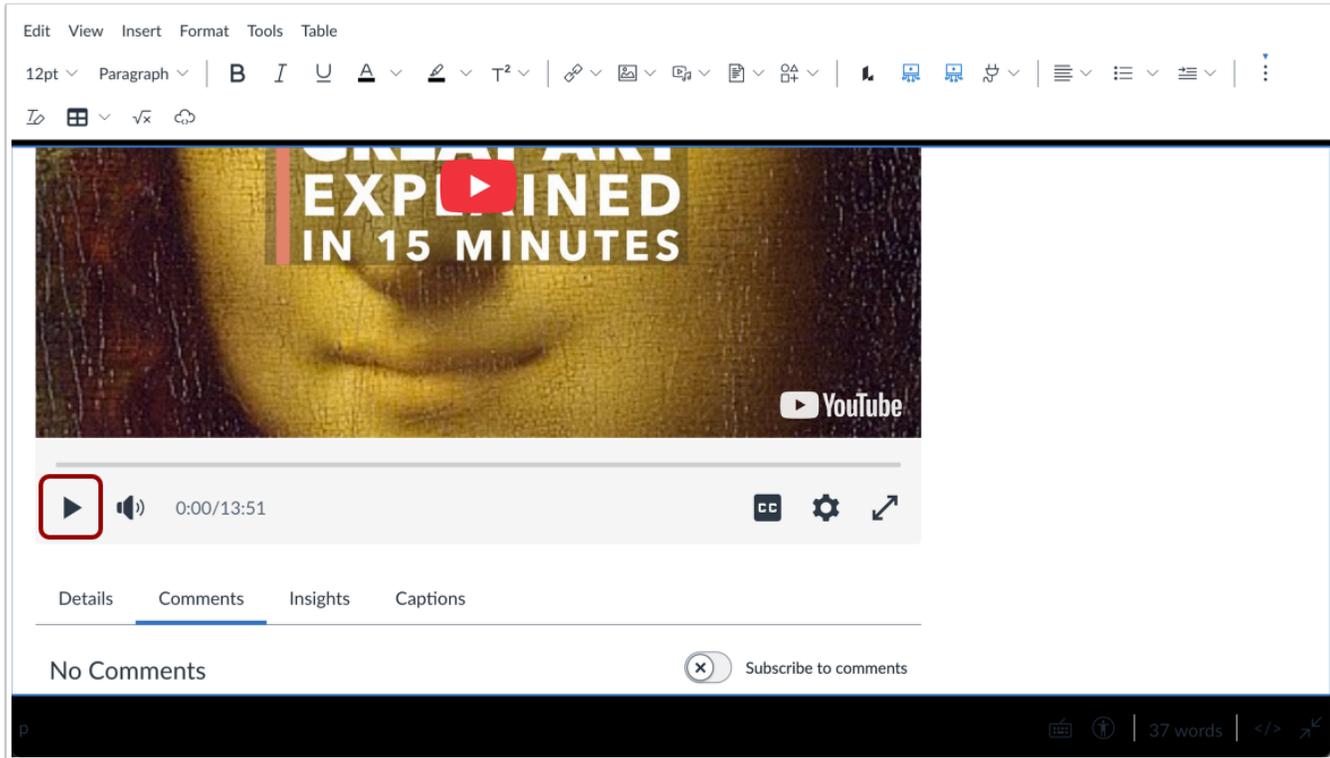
If the media includes a video quiz and you want to [embed the media with the quiz](#), click the **Embed Quiz** drop-down menu [1].

To embed the media, click the **Embed Media** button [2].

To cancel and select different media, click the **Cancel** button [3].

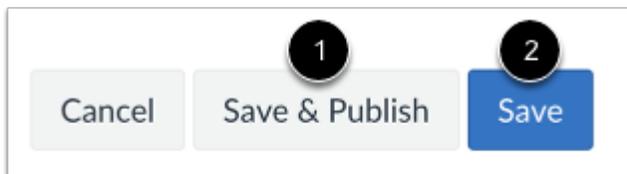
Note: If the selected media does not include a quiz, the Embed Quiz drop-down menu does not display.

Manage Media



To preview your embedded video in the Rich Content Editor field, click the **Play** button.

Save Changes



To publish the Canvas course content that contains the embedded media, click the **Save & Publish** button [1]. To save the media as a draft, click the **Save** button [2].

How do I embed Canvas Studio media in a Canvas course using a Safari or Firefox Browser?

In Canvas, users can embed media from Canvas Studio in any feature area with the Rich Content Editor, including Assignments, Discussions, and Pages. Media is embedded using the Studio LTI tool. You can select existing media and also upload new media through the Studio LTI tool.

When embedding media in Canvas, you can choose to enable or disable media tabs. Media tabs give you access to media details, comments, insights, and captions. When media tabs are disabled, embedded Canvas Studio media can be resized in the user interface. Regardless of comments, embedded media views are always included in analytics.

If needed, you can embed YouTube or Vimeo videos at a particular timestamp. Additionally, when embedding media in Canvas, the download option is disabled by default for media you own, but you can choose to enable the download option.

Embedding Media in Assignments and Discussions

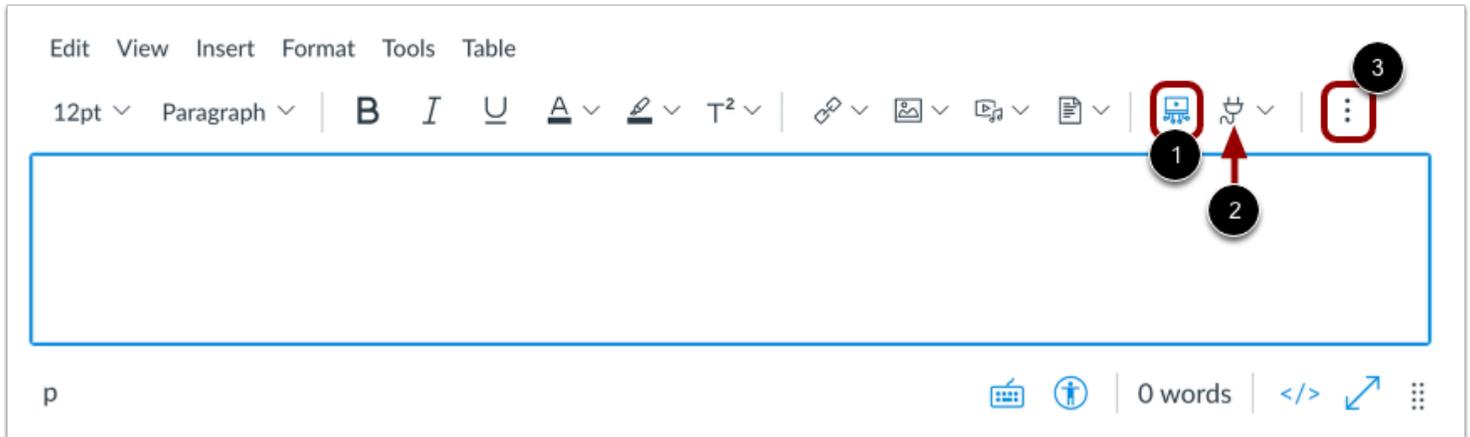
If you are an instructor and embedding media in an assignment or a [discussion](#), you may consider disabling comments. For graded assignments, inline comments are not a replacement for submissions and never display in SpeedGrader. For instance, when embedding media in a graded discussion, students could post inline comments, but to receive a grade, they would also have to post a reply to the graded discussion. The discussion reply would display in SpeedGrader for grading. However, comments could be enabled when embedding media in a No Submission or Not Graded assignment.

Embedding Media as a Student

If you are a student, you can embed Canvas Studio media in a [discussion reply](#), a [text entry assignment](#), or a [file upload assignment](#). Media you embed into a Canvas course or group is created as a new copy owned by your instructor. When embedding media, you will not be able to edit any details, so you may want to confirm the name of your media before it is uploaded. Otherwise, you can contact your instructor to modify the details of your media.

Note: This lesson covers how to embed media using a Safari or Firefox browser only. If you are using Chrome or Edge Browser, refer to the [embedding media using a Chrome or Edge browser lesson](#).

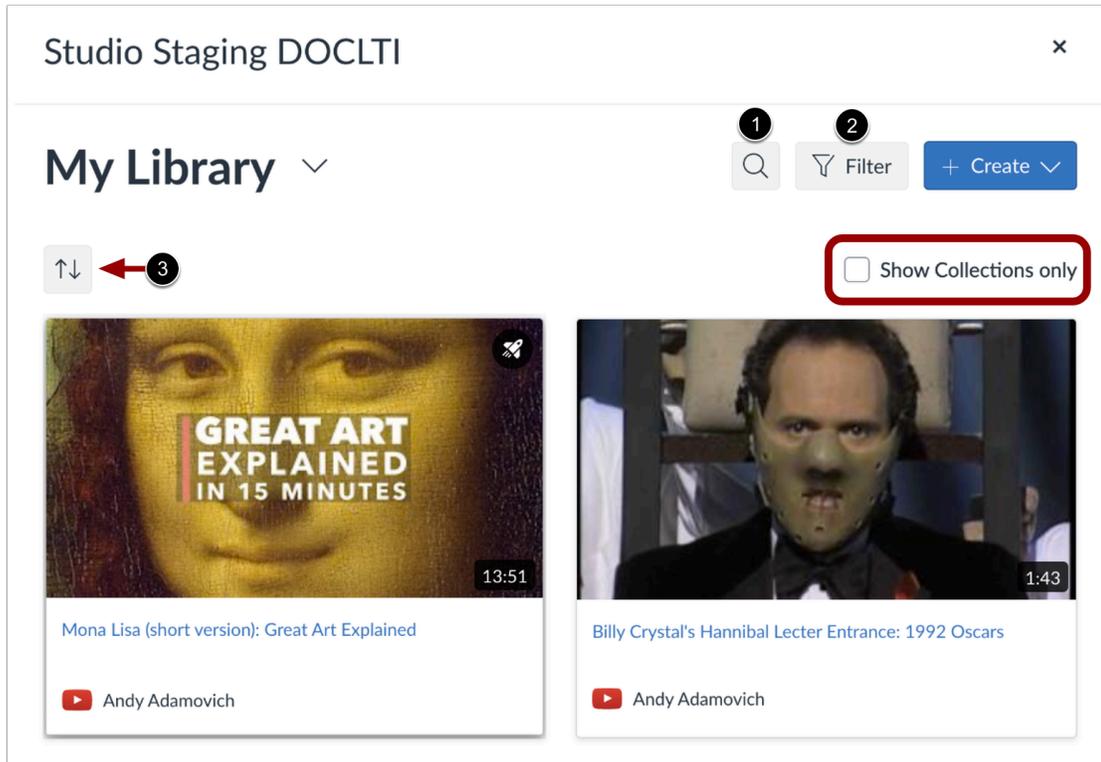
Open Studio in Rich Content Editor



Open any Canvas feature area that supports the Rich Content Editor, such as Discussions, Assignments, or Pages. Click the **Studio** icon [1]. Alternatively, you can click the **App** icon [2].

Note: If the Studio icon does not display in the toolbar, click the **Options** icon [3].

Locate Media



The screenshot shows the 'Studio Staging DOCLTI' interface. At the top, there is a search bar and a close button (x). Below the search bar, there are three numbered callouts: [1] points to the search icon, [2] points to the 'Filter' button, and [3] points to the sort icon (up/down arrows). To the right of the search bar, there is a '+ Create' button and a 'Show Collections only' checkbox, which is highlighted with a red box. Below the search bar, there are two video thumbnails. The first thumbnail is titled 'Mona Lisa (short version): Great Art Explained' and has a duration of 13:51. The second thumbnail is titled 'Billy Crystal's Hannibal Lecter Entrance: 1992 Oscars' and has a duration of 1:43. Both videos are by 'Andy Adamovich'.

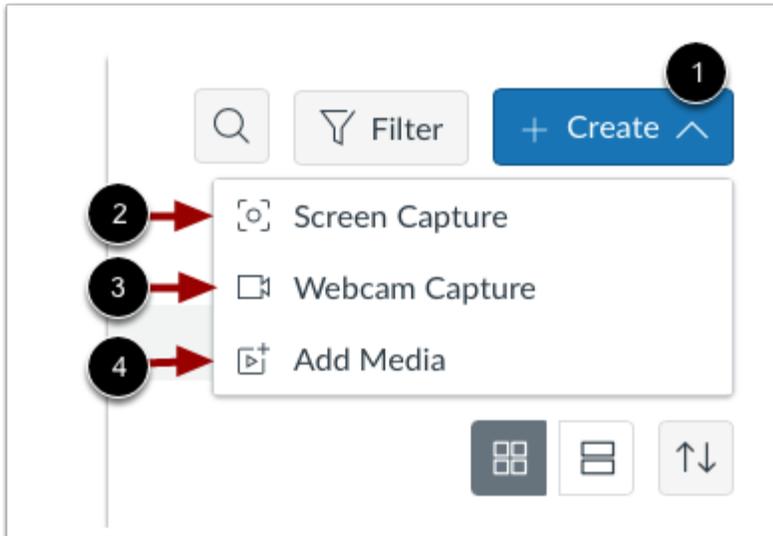
To search for a video or audio file, click the **Search** button [1].

To filter results, click the **Filter** button [2].

To sort by created date or name, click the **Sort** button [3].

To show collections only, click the **Show Collections only** checkbox [4].

Upload New Media



To upload new media, click the **Create** drop-down menu [1].

To record a screen capture, click the **Screen Capture** link [2].

To record using a webcam, click the **Webcam Capture** link [3].

To add a media file from your computer, or from YouTube or Vimeo, click the **Add Media** link. [4].

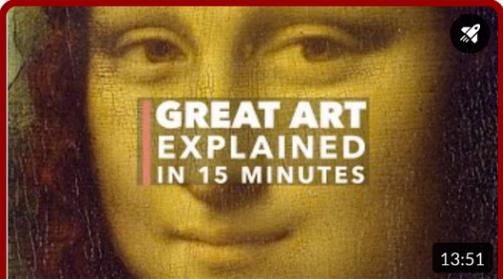
Note: You can also upload and embed new media using a [Chrome or Edge browser](#).

Select Media

Studio Staging DOCLTI ×

My Library ▾ 🔍 Filter + Create ▾

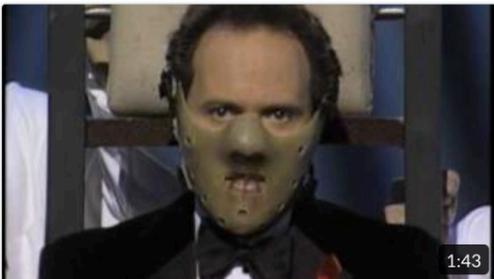
↕ Show Collections only



Mona Lisa (short version): Great Art Explained

13:51

Andy Adamovich



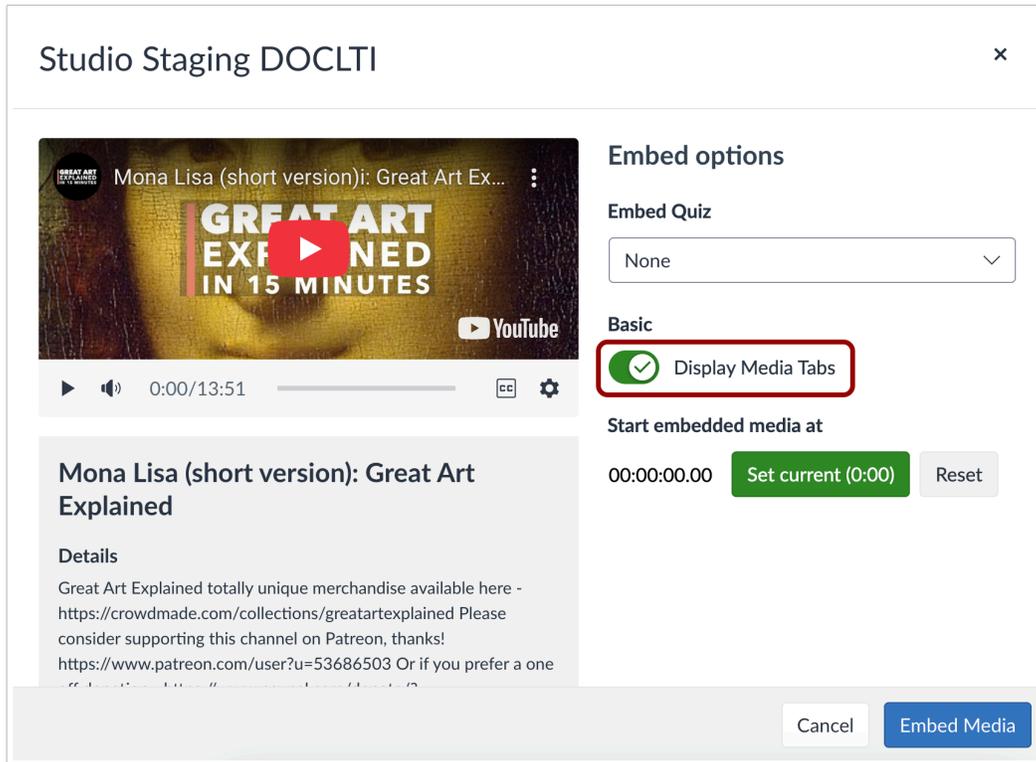
Billy Crystal's Hannibal Lecter Entrance: 1992 Oscars

1:43

Andy Adamovich

To select the media, click the media thumbnail.

Display or Hide Media Tabs

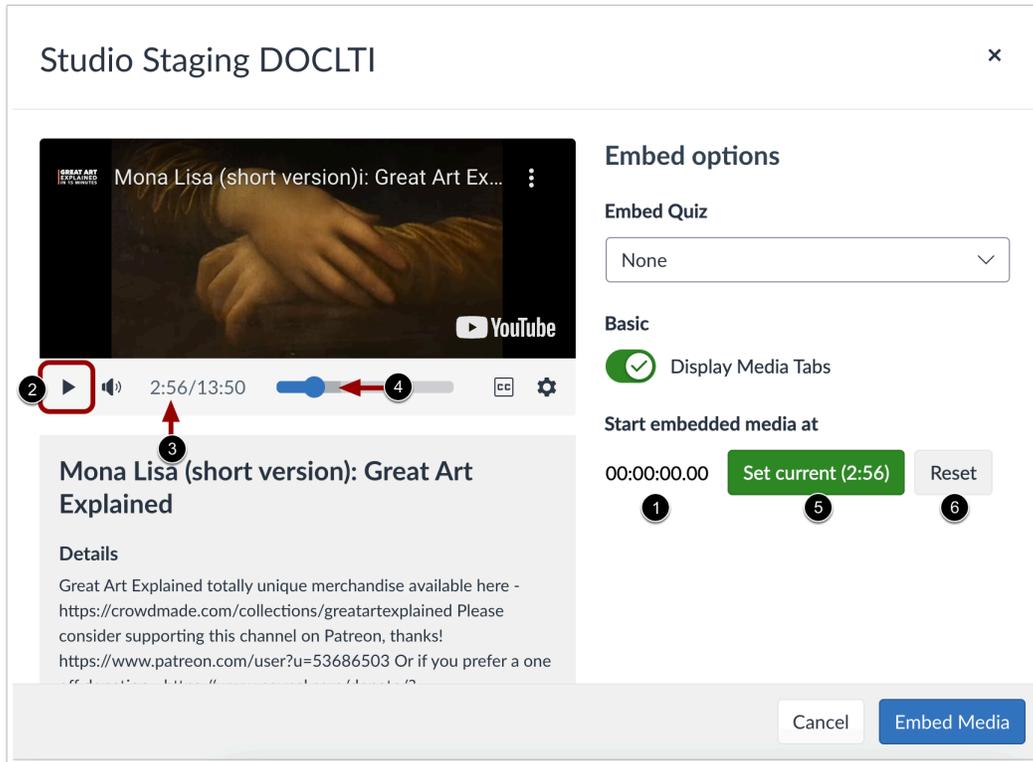


The screenshot shows the 'Studio Staging DOCLTI' interface. On the left is a video player for 'Mona Lisa (short version): Great Art Ex...'. The video title is 'Mona Lisa (short version): Great Art Explained' and the duration is 0:00/13:51. Below the video player is a 'Details' section with the following text: 'Great Art Explained totally unique merchandise available here - https://crowdmade.com/collections/greatartexplained Please consider supporting this channel on Patreon, thanks! https://www.patreon.com/user?u=53686503 Or if you prefer a one...'. On the right is the 'Embed options' panel. Under 'Embed Quiz', the dropdown menu is set to 'None'. Under 'Basic', the 'Display Media Tabs' toggle is checked and highlighted with a red box. Below this, the 'Start embedded media at' section shows '00:00:00.00' with 'Set current (0:00)' and 'Reset' buttons. At the bottom of the panel are 'Cancel' and 'Embed Media' buttons.

You can display Media Tabs in the embedded media file. The Media Tabs can include the Details, Comments, Insights, and Captions tabs. To display or hide the Media Tabs in the embedded media file, click the **Display media tabs** toggle on or off.

Note: By default, this option may be on or off. Admins control whether it is on or off by default through [Studio Settings](#).

Set Start Time for Media



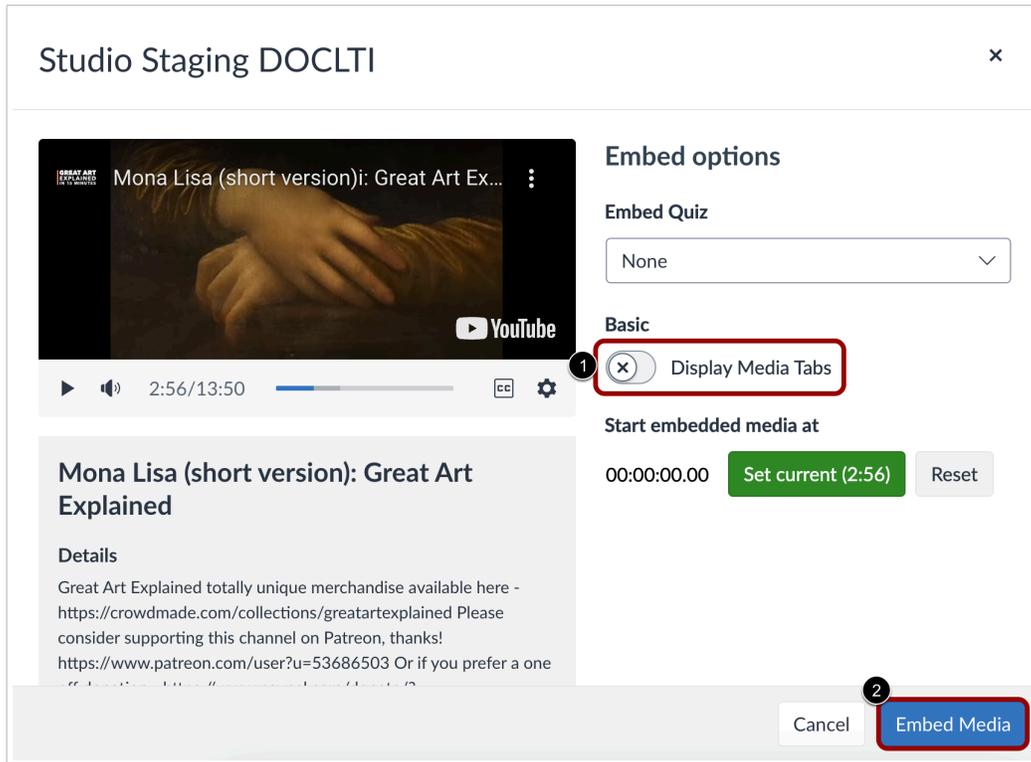
When embedding media from Vimeo or YouTube, you can use timestamp-based embedding. To select the timestamp where the beginning of pertinent content is highlighted on playback, enter it in the **Start embedded media at** field [1].

Alternatively, you can locate a start time in the media player. To begin play back, click the **Start** button [2]. The timestamp displays [3]. To navigate through the media, click and drag the time stamp indicator [4]. When the media reaches the desired start point, stop the playback and click the **Set Current** button [5].

To reset and set a new start time, click the **Reset** button [6].

Note: Discussions created directly in a group do not include the embed options for Studio media and do not track viewership data. To view the embed options and viewership data when creating a discussion for a course group, the discussion must be created on the course level then set as a group discussion.

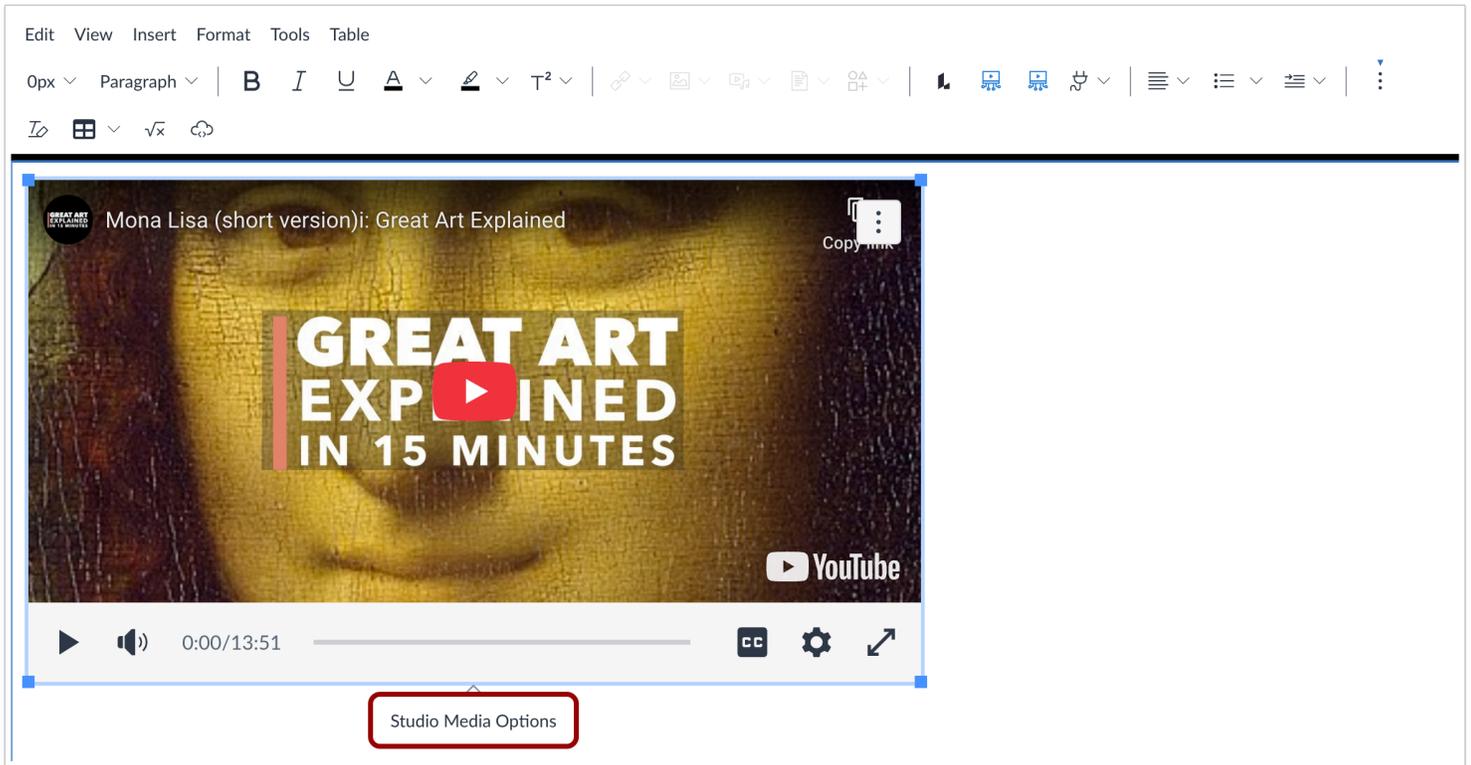
Resize Embedded Media



The screenshot shows the 'Studio Staging DOCLTI' interface. On the left is a video player for 'Mona Lisa (short version): Great Art Ex...'. On the right is the 'Embed options' panel. Under 'Embed Quiz', a dropdown menu is set to 'None'. Under 'Basic', the 'Display Media Tabs' toggle is turned off (indicated by a red box and a circled '1'). Below that, the 'Start embedded media at' section shows '00:00:00.00' with a green 'Set current (2:56)' button and a grey 'Reset' button. At the bottom right, there are 'Cancel' and 'Embed Media' buttons, with the 'Embed Media' button highlighted by a red box and a circled '2'.

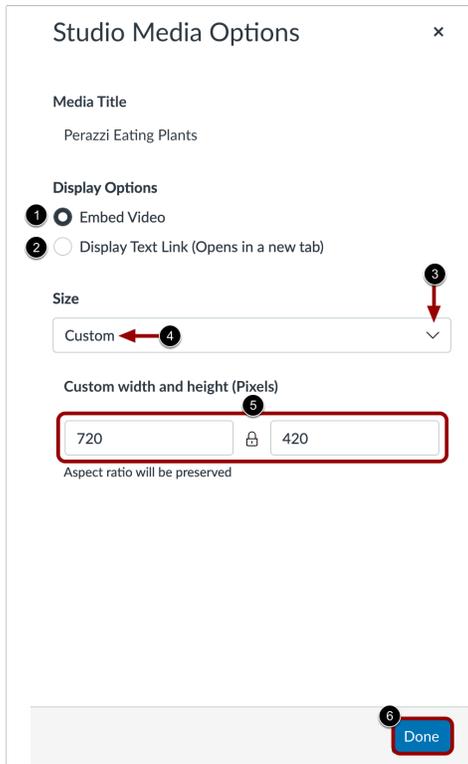
To resize media, media tabs must be disabled. To disable media tabs, click the **Display media tabs** toggle off [1]. Then, click the **Embed** button [2].

Open Studio Media Options



The screenshot shows the Canvas LMS interface. At the top, there is a menu bar with 'Edit', 'View', 'Insert', 'Format', 'Tools', and 'Table'. Below the menu bar is a toolbar with various icons for text formatting, alignment, and media. The main content area displays a video player. The video is titled 'Mona Lisa (short version): Great Art Explained'. The video player has a red box around the 'Studio Media Options' link at the bottom center.

Click in the video window to display the Studio Media Options pop-up. Then, click the **Studio Media Options** link.



The Studio Media Options tray displays information about the media, including the media title, and display and sizing options.

You can customize how the embedded media displays. To embed the video directly in the rich content editor, click the **Embed Video** radio button [1]. To display a text link to open the media in a new tab, click the **Display Text Link (Opens in a new tab)** radio button [2].

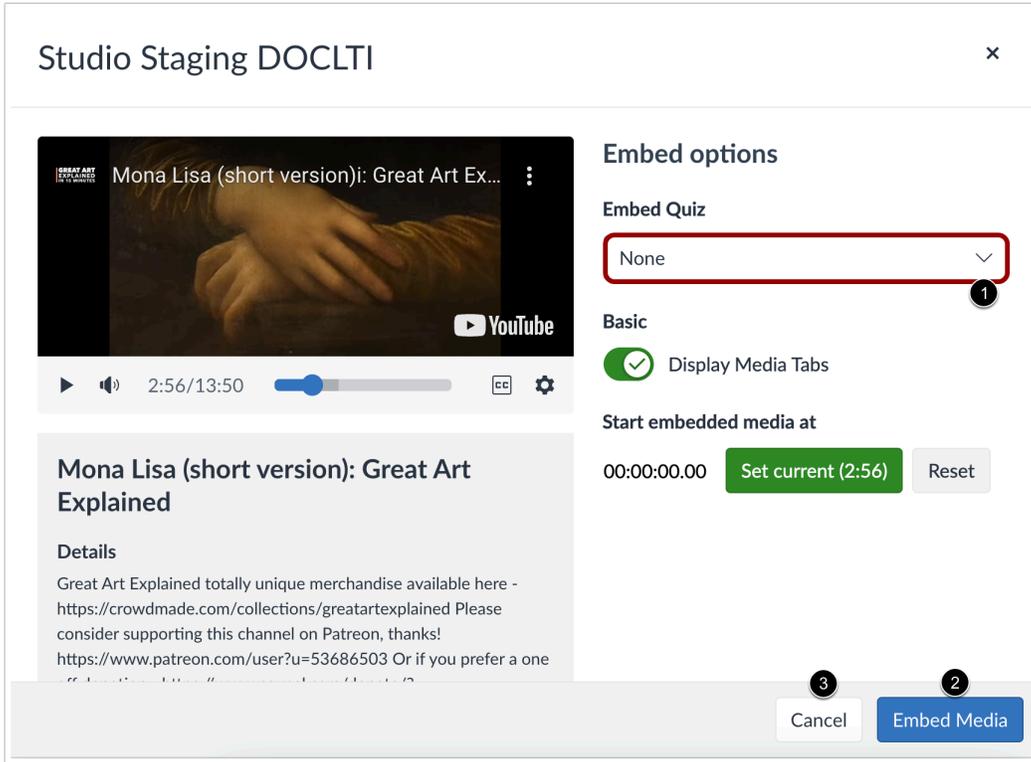
To select a pre-set size from a list, click the **Size** drop-down menu [3]. Pre-set size options include medium, large, and extra large.

To enter a custom size, select the **Custom** option [4]. Enter a custom width or height in pixels in the size fields [5]. As you enter a size, the other field will automatically update to preserve the aspect ratio.

To save the selected options, click the **Done** button [6].

Note: The media title cannot be edited from the Studio Media Options tray. To edit the media title, [view the media details](#).

Embed Media



The screenshot shows the 'Studio Staging DOCLTI' interface. On the left is a video player for 'Mona Lisa (short version): Great Art Explained' with a progress bar at 2:56/13:50. Below the video is a description and details section. On the right, the 'Embed options' panel is visible. It includes an 'Embed Quiz' dropdown menu currently set to 'None' (marked with a red box and a circled '1'). Below that is a 'Basic' section with a checked 'Display Media Tabs' option. At the bottom of the options panel, there is a 'Start embedded media at' section with a time input '00:00:00.00', a green 'Set current (2:56)' button, and a 'Reset' button. At the very bottom of the interface are two buttons: 'Cancel' (marked with a circled '3') and 'Embed Media' (marked with a circled '2').

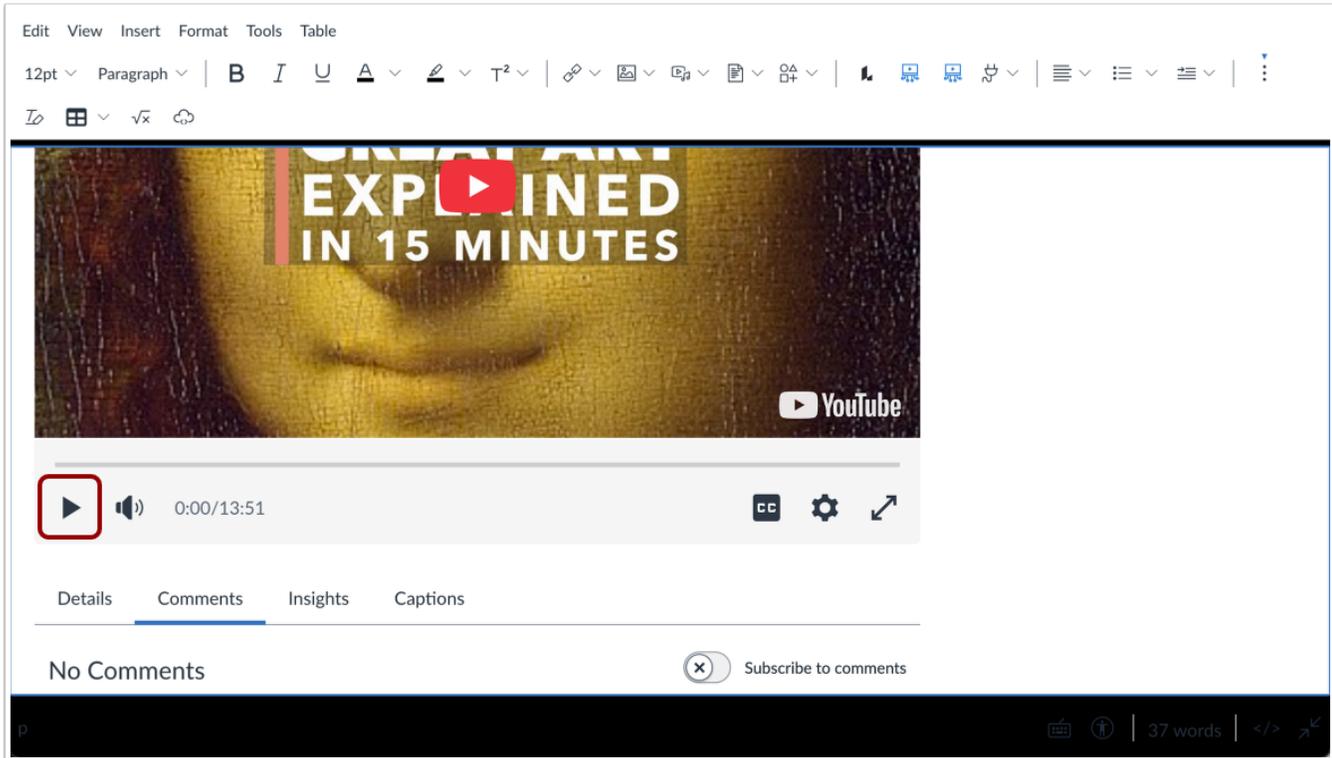
If the media includes a video quiz and you want to [embed the media with the quiz](#), click the **Embed Quiz** drop-down menu [1].

To embed the media, click the **Embed Media** button [3].

To cancel and select different media, click the **Cancel** button [4].

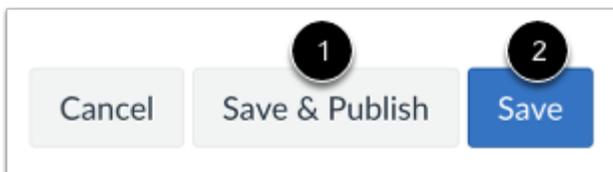
Note: If the selected media does not include a quiz, the Embed Quiz drop-down menu does not display.

Manage Media



To preview your embedded video in the Rich Content Editor field, click the **Play** button.

Save Changes



To publish the Canvas course content that contains the embedded media, click the **Save & Publish** button [1]. To save the media as a draft, click the **Save** button [2].

How do I use Canvas Studio through the Rich Content Editor in Canvas?

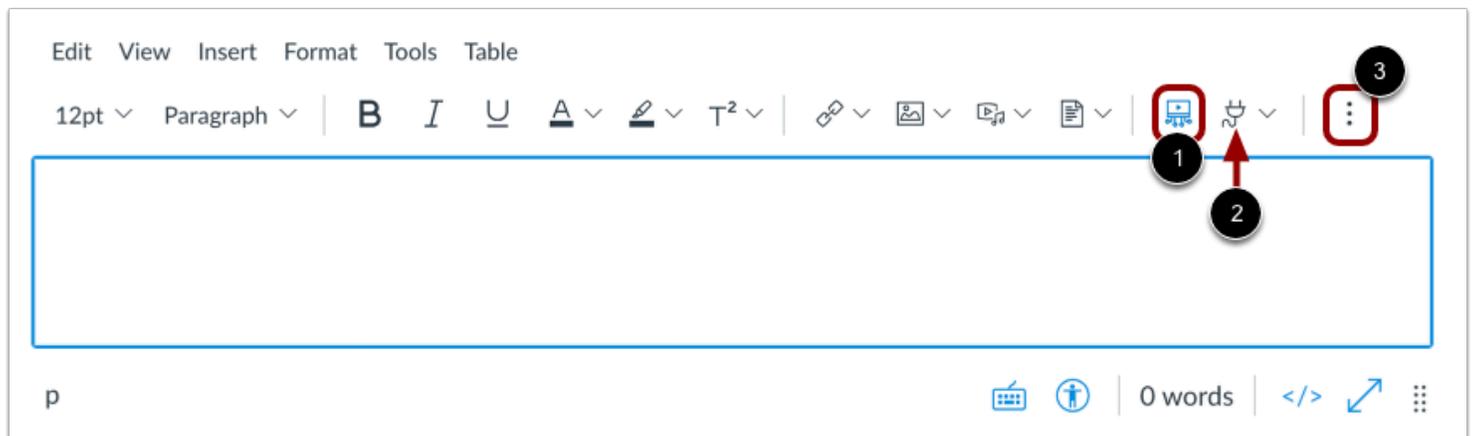
Canvas Studio can be used as a standalone product, but its strength lies in its integration power. Studio integrates with Canvas and allows instructors to seamlessly integrate media interaction into the classroom.

When Studio is integrated with Canvas, all Studio users can use Studio as an external tool through the Rich Content Editor. The Rich Content Editor is part of multiple features in Canvas including Assignments, Discussions, and Pages. For students, the Rich Content Editor is also available in course groups and in Text Entry assignment submissions.

By default, embedded media files allow comments to be added, though comments can be removed based on user preference. When media tabs are disabled, embedded Canvas Studio media can be resized in the user interface.

Note: Depending on your user role, not all Studio functionality may be available through the Rich Content Editor. If your Global Navigation Menu includes a link to Studio, you can manage videos at any time directly through a Studio [account](#). Instructors can also access Studio through the [Course Navigation Menu](#).

View Studio Icon in Rich Content Editor

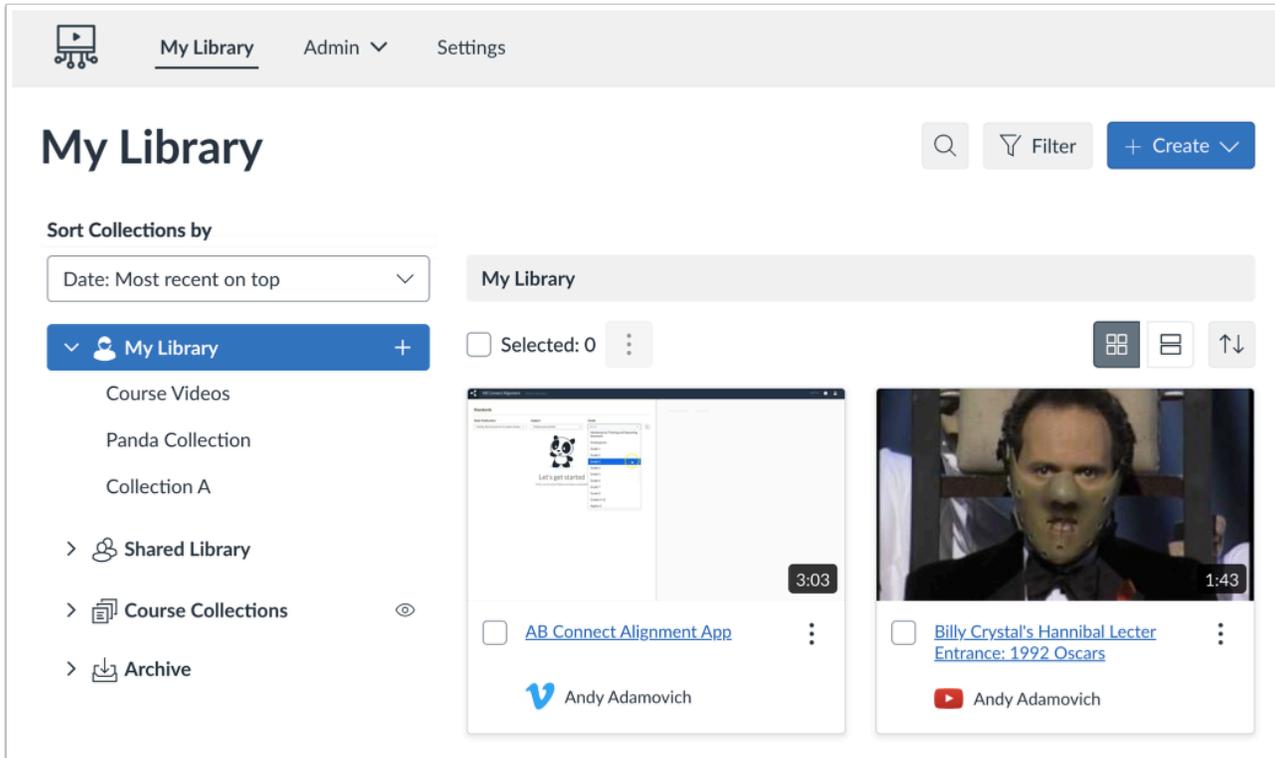


As an external tool, Studio can be accessed through the Studio icon in the Rich Content Editor [1]. The icon is used when [embedding media](#) into the Rich Content Editor.

Instructors can also [add Studio media assignments](#) with the Studio integration. Instructors can [grade submissions in SpeedGrader](#) just like any other Canvas assignment.

Notes:

- To view the Studio icon, you may need to click the **Options** icon [2].
- You can also access the Studio tool from the **App** icon [3].

View Media Library

The screenshot shows the 'My Library' interface in Canvas. At the top, there are navigation links for 'My Library', 'Admin', and 'Settings'. Below this, the 'My Library' title is displayed alongside search and filter icons, and a '+ Create' button. A 'Sort Collections by' dropdown menu is set to 'Date: Most recent on top'. On the left, a sidebar lists collections: 'My Library' (selected), 'Course Videos', 'Panda Collection', 'Collection A', 'Shared Library', 'Course Collections', and 'Archive'. The main area shows a 'My Library' header with 'Selected: 0' and view options (grid, list, sort). Two media items are visible: 'AB Connect Alignment App' (3:03) and 'Billy Crystal's Hannibal Lecter Entrance: 1992 Oscars' (1:43), both by Andy Adamovich.

When embedding a video or audio file, any user can search for and view existing media and upload new media.

Users with instructor roles can also view uploads for individual courses.

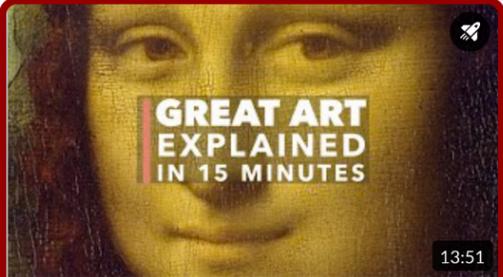
When submitting a video or audio file for an assignment, students can submit Studio media through the Rich Content Editor as a [Text Entry submission](#), or they can access their Studio media directly as a [File Upload submission](#).

Select Media

Studio Staging DOCLTI ×

My Library ▾ 🔍 Filter + Create ▾

↕ Show Collections only



Mona Lisa (short version): Great Art Explained

Andy Adamovich

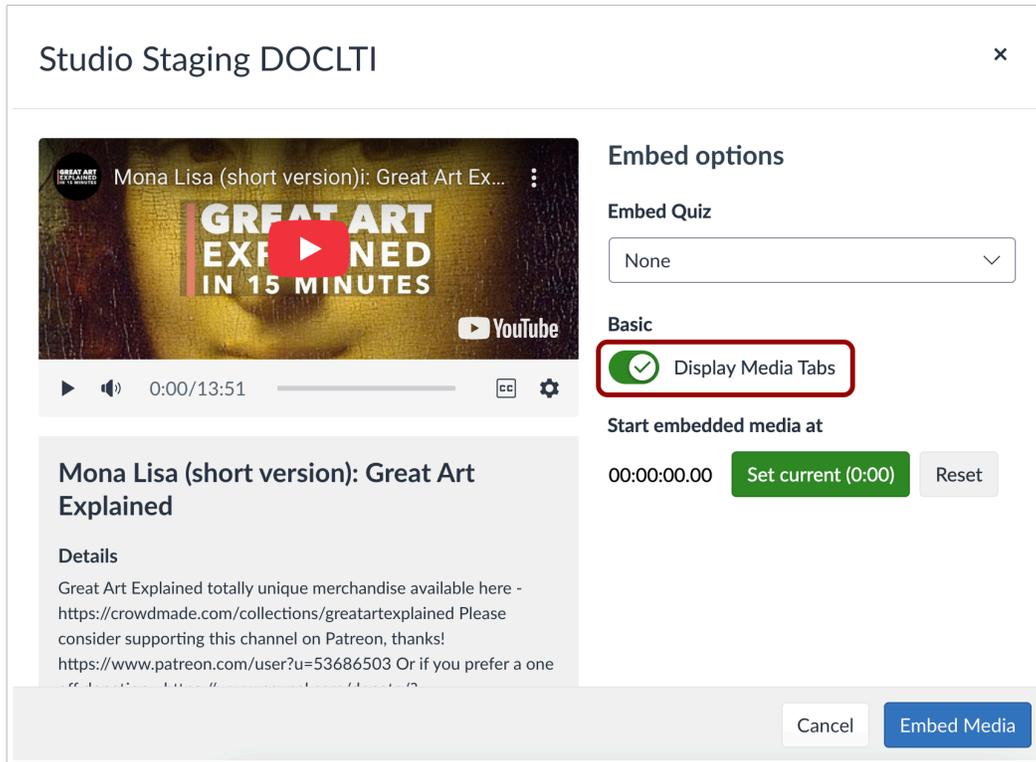


Billy Crystal's Hannibal Lecter Entrance: 1992 Oscars

Andy Adamovich

To select a media, click the media thumbnail.

Display or Hide Media Tabs

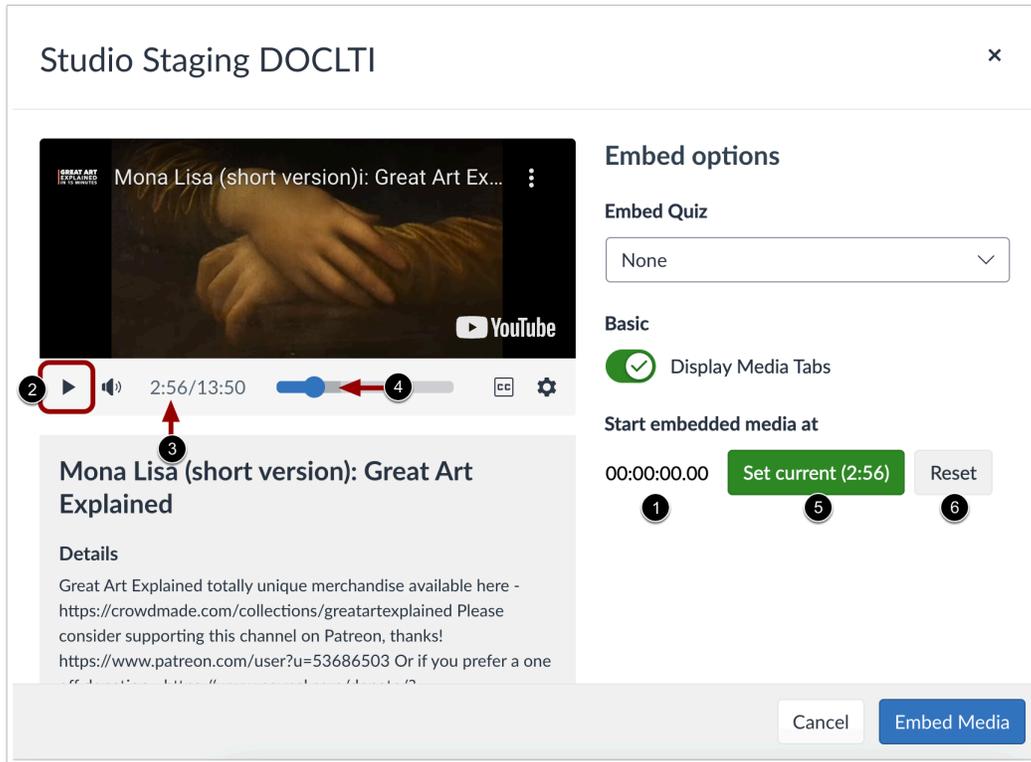


The screenshot shows the 'Studio Staging DOCLTI' interface. On the left is a video player for 'Mona Lisa (short version): Great Art Ex...'. The video title is 'Mona Lisa (short version): Great Art Explained' and the duration is 0:00/13:51. Below the video player is a 'Details' section with a link to 'https://crowdmade.com/collections/greatartexplained' and a link to 'https://www.patreon.com/user?u=53686503'. On the right is the 'Embed options' panel. Under 'Embed Quiz', the dropdown is set to 'None'. Under 'Basic', the 'Display Media Tabs' toggle is checked and highlighted with a red box. Below that, the 'Start embedded media at' section shows '00:00:00.00' with 'Set current (0:00)' and 'Reset' buttons. At the bottom of the panel are 'Cancel' and 'Embed Media' buttons.

You can display Media Tabs in the embedded media file. The Media Tabs can include the Details, Comments, Insights, and Captions tabs. To hide the Media Tabs in the embedded media file, click the **Display media tabs** toggle button.

Note: By default, this option may be on or off. Admins control whether it is on or off by default through [Studio Settings](#).

Embed at Timestamp



The screenshot shows the 'Studio Staging DOCLTI' interface. On the left is a video player for 'Mona Lisa (short version): Great Art Explained' with a progress bar at 2:56/13:50. A red box highlights the play button (2), an arrow points to the timestamp '2:56' (3), and a red circle highlights the time indicator (4). On the right, the 'Embed options' panel includes an 'Embed Quiz' dropdown set to 'None', a 'Basic' section with 'Display Media Tabs' checked, and a 'Start embedded media at' section. This section has a text field with '00:00:00.00' (1), a green 'Set current (2:56)' button (5), and a 'Reset' button (6). At the bottom are 'Cancel' and 'Embed Media' buttons.

If you are embedding media from an external source such as YouTube or Vimeo, you can set the media to begin playing at a particular timestamp.

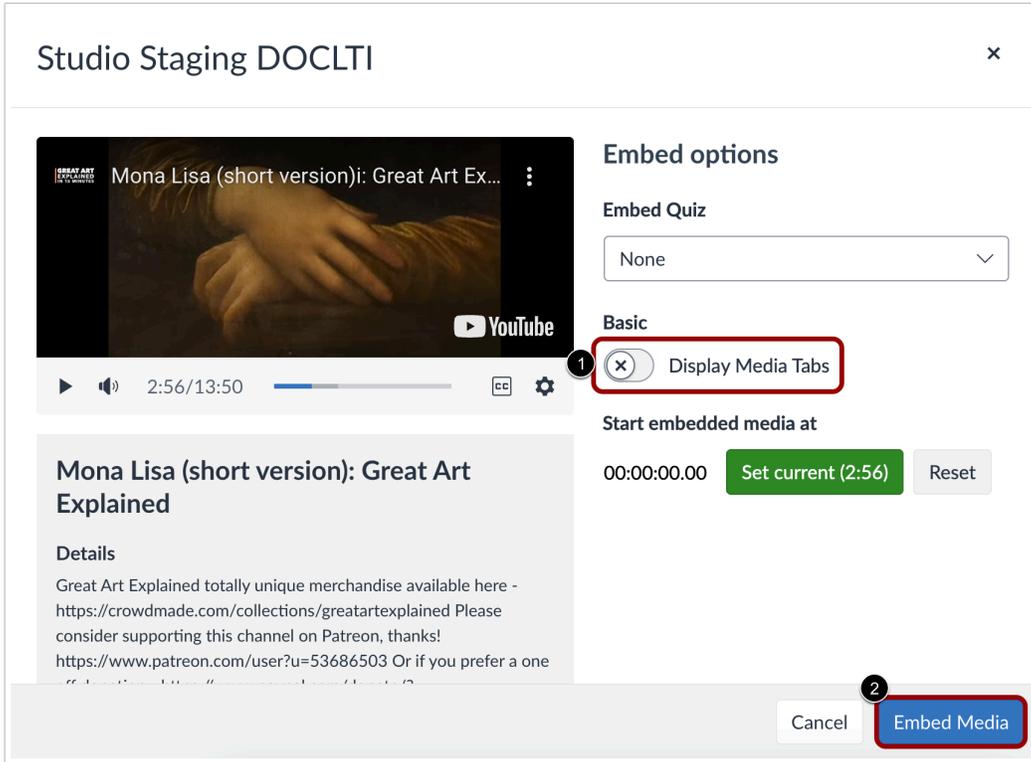
To select the timestamp where the beginning of the content is highlighted on playback, enter it in the **Start embedded media at** field [1].

Alternatively, you can locate a start time in the media player. To begin play back, click the **Start** button [2]. The timestamp displays [3]. To navigate through the media, click and drag the time stamp indicator [4]. When the media reaches the desired start point, stop the playback and click the **Set Current** button [5].

To reset and set a new start time, click the **Reset** button [6].

Note: The option to start embedded media at a timestamp only displays if the media is from YouTube or Vimeo.

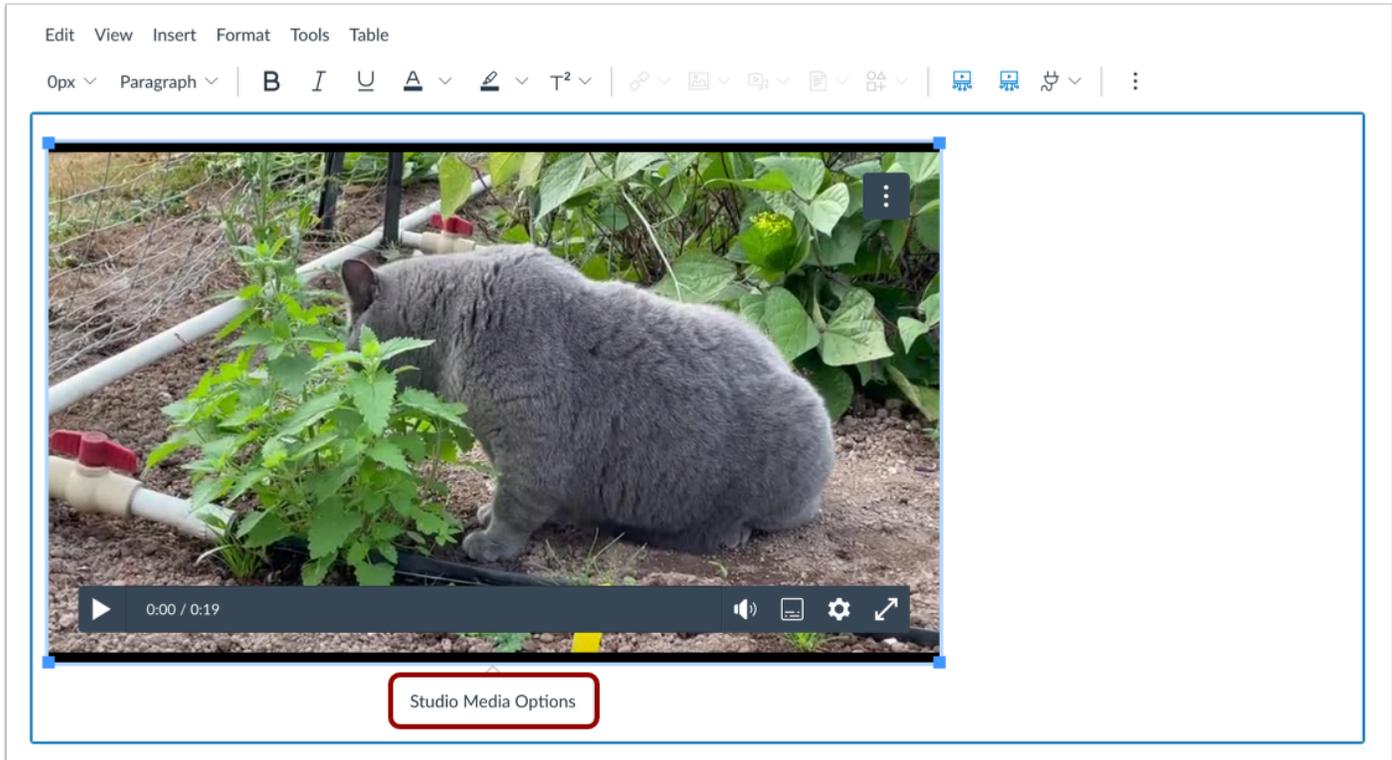
Resize Embedded Media



The screenshot shows the 'Studio Staging DOCLTI' interface. On the left is a video player for 'Mona Lisa (short version): Great Art Ex...'. On the right is the 'Embed options' panel. Under 'Embed Quiz', a dropdown menu is set to 'None'. Under 'Basic', the 'Display Media Tabs' toggle is currently turned on and is highlighted with a red box and a circled '1'. Below this, there are options to 'Start embedded media at' 00:00:00.00, with buttons for 'Set current (2:56)' and 'Reset'. At the bottom of the panel, there are 'Cancel' and 'Embed Media' buttons, with the 'Embed Media' button highlighted with a red box and a circled '2'.

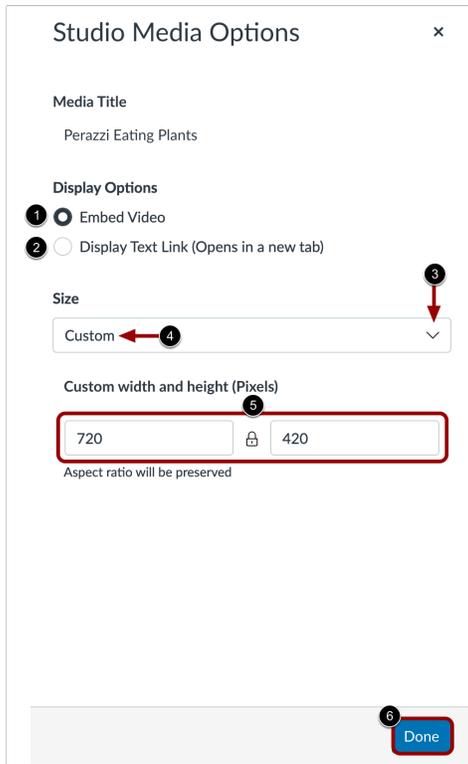
To resize embedded media, click to disable the **Display media tabs** toggle [1]. Then, click the **Embed** button [2].

Open Studio Media Options



The screenshot shows the Canvas Studio editor interface. At the top, there is a menu bar with 'Edit', 'View', 'Insert', 'Format', 'Tools', and 'Table'. Below the menu is a toolbar with various editing tools like bold, italic, underline, text color, background color, and font size. The main area contains a video player showing a grey pig in a garden. The video player has a play button, a progress bar showing '0:00 / 0:19', and icons for volume, full screen, settings, and share. A red box highlights a link labeled 'Studio Media Options' located below the video player.

Click in the video window to display the Studio Media Options pop-up. Then, click the **Studio Media Options** link.



The Studio Media Options tray displays information about the media, including the media title, and display and sizing options.

You can customize how the embedded media displays. To embed the video directly in the rich content editor, click the **Embed Video** radio button [1]. To display a text link to open the media in a new tab, click the **Display Text Link (Opens in a new tab)** radio button [2].

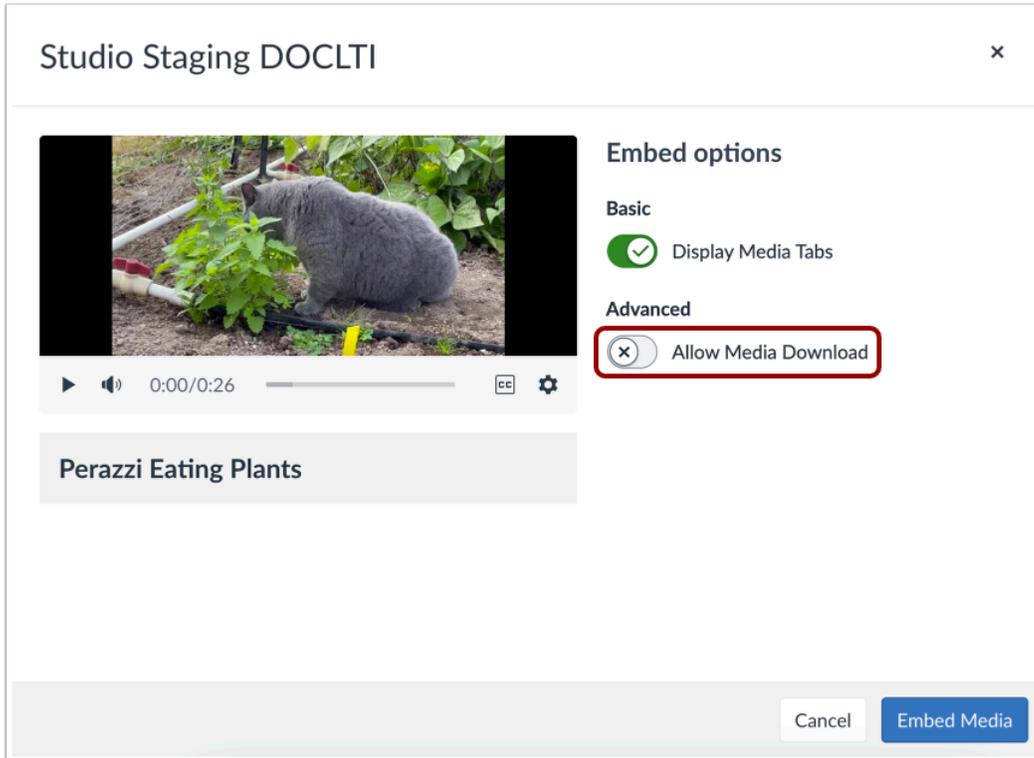
To select a pre-set size from a list, click the **Size** drop-down menu [3]. Pre-set size options include medium, large, and extra large.

To enter a custom size, select the **Custom** option [4]. Enter a custom width or height in pixels in the size fields [5]. As you enter a size, the other field will automatically update to preserve the aspect ratio.

To save the selected options, click the **Done** button [6].

Note: The media title cannot be edited from the Studio Media Options tray. To edit the media title, [view the media details](#).

Enable or Disable Download Option

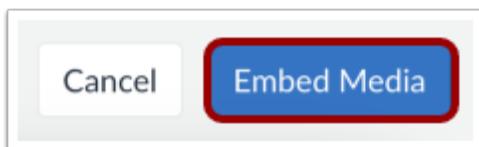


The screenshot shows a video player titled "Studio Staging DOCLTI" with a video of a grey sheep eating plants. Below the video is the title "Perazzi Eating Plants". To the right of the video player is the "Embed options" panel. Under the "Basic" section, the "Display Media Tabs" toggle is checked. Under the "Advanced" section, the "Allow Media Download" toggle is currently turned off (indicated by an 'x' in a circle) and is highlighted with a red rectangular box. At the bottom of the panel are "Cancel" and "Embed Media" buttons.

If you are embedding your own media, you can allow the media to be downloaded. To display the download option in the embedded media file, click the **Allow Media Download** toggle button on. By default, this option is turned off.

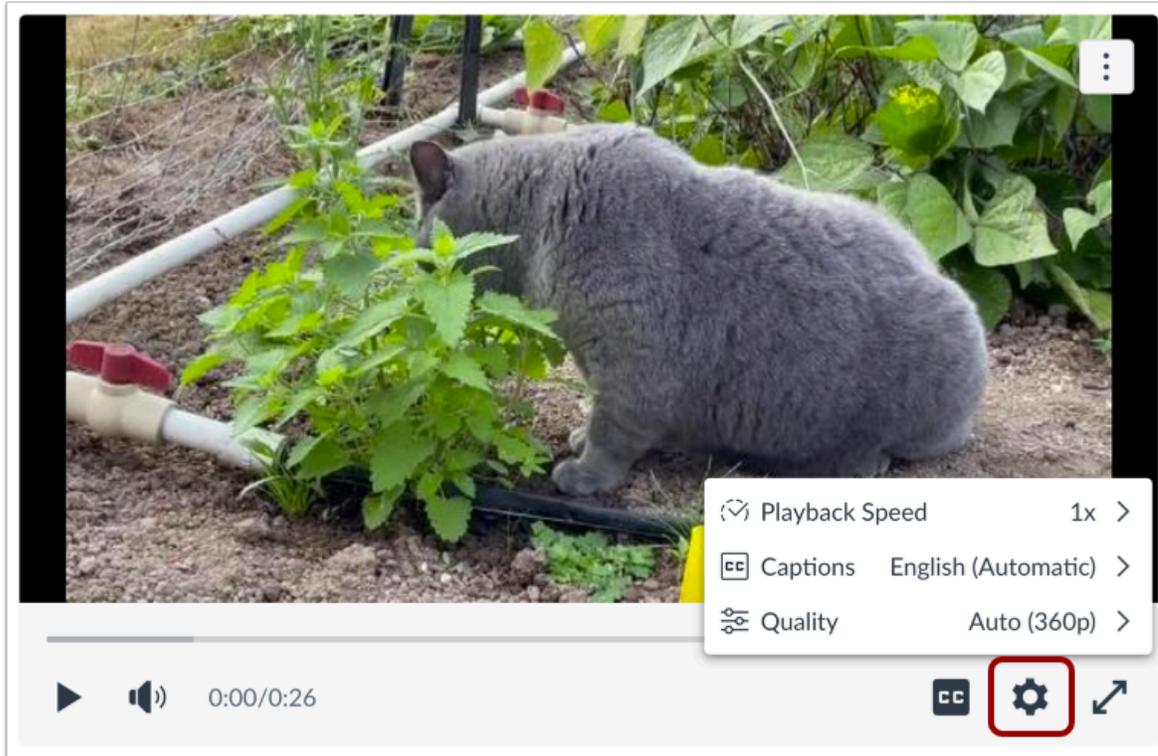
Note: The Allow Media Download toggle button only displays if you are the owner who created and uploaded the media file in Studio.

Embed Media



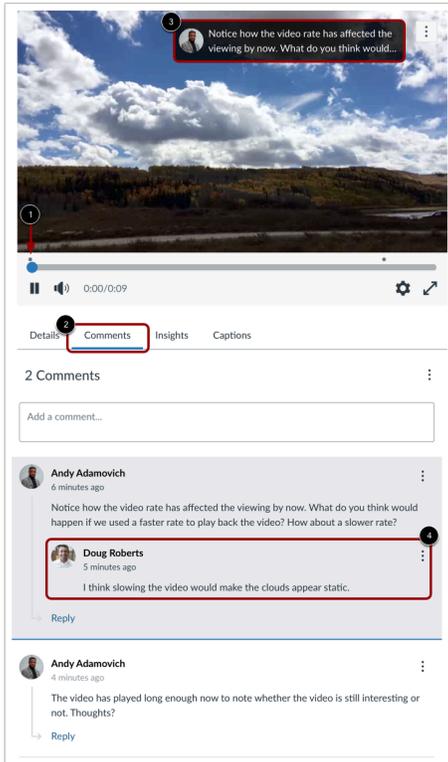
Click the **Embed Media** button.

View Media



When [viewing embedded media](#) in the Rich Content Editor, users can customize their experience using the **Settings** menu playback controls.

View Comments



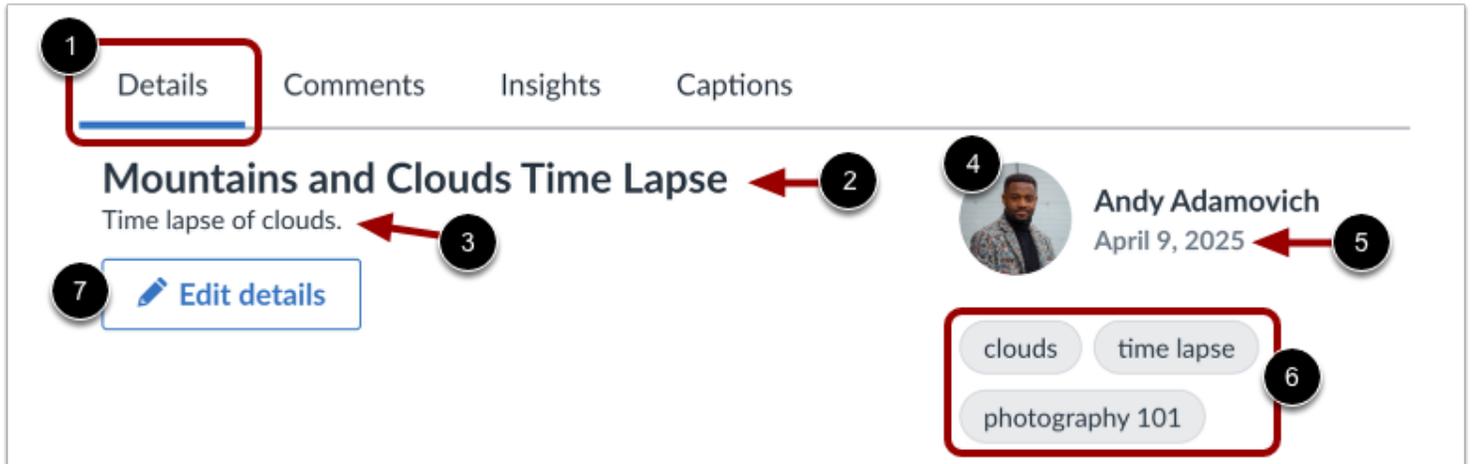
Video and audio files in the Rich Content Editor may or may not include comments. The video or audio file may also include additional details available based on a user's role.

Timeline dots indicate [comments added by a user](#) [1].

To view the comments, click the **Comments** tab [2]. A comment then displays in the media player [3]. Comments are arranged chronologically by time and are highlighted as they appear in the media timeline.

Comments can also include replies from other users [4]. Studio displays the first five replies. However, if a comment includes more than five replies, you can load additional replies.

View Media Details

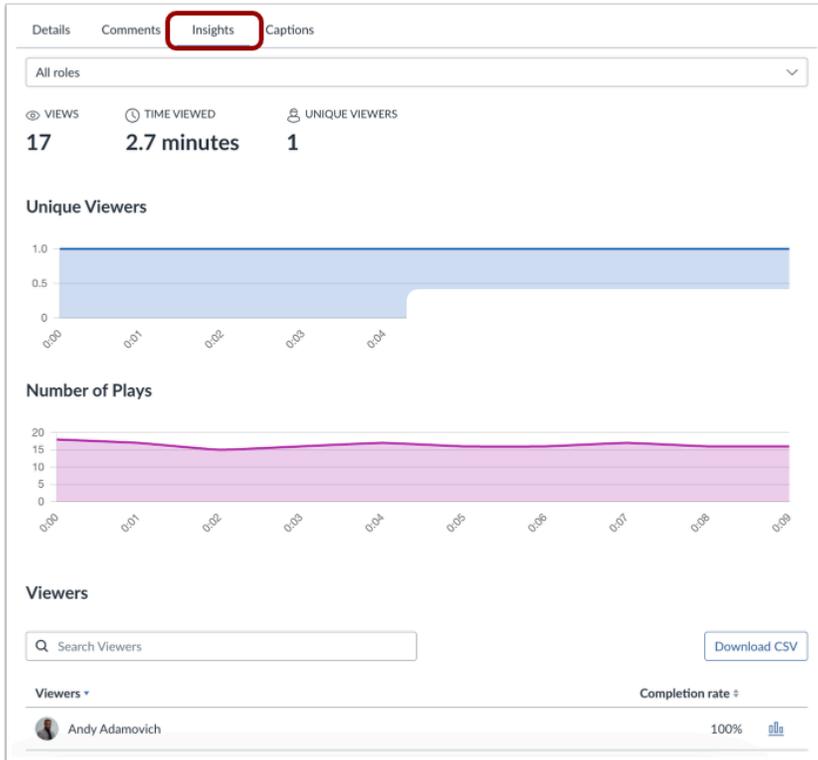


In the **Details** tab [1], you can view the following:

- Name of the video [2]
- Description [3]
- The profile picture (if supported) and name of the user who uploaded the media [4]
- The date the media was uploaded [5]
- Any tags associated with the media [6]

When media is added through the Rich Content Editor, the title of the media is created using the name of the uploaded file. If you uploaded the media, you can also [edit the details](#) of the media [7].

View Analytics



Users with instructor roles can [view analytics](#) for each video or audio file on a per-user basis. Analytics on the **Insights** tab can help instructors see if a user viewed the entire media file or skipped segments. This feature specifically helps instructors see if students sufficiently viewed the content in preparation for an assignment or discussion.

How do I migrate embedded YouTube videos in Canvas to Studio content for distraction-free viewing?

To enable a distraction-free and uninterrupted learning experience, you can migrate embedded YouTube videos in Canvas into Studio content, whether it was [added via embed code or the YouTube LTI](#).

Once the videos are migrated:

- No ads will appear before or during playback.
- All overlays during playback and upon pause will be removed. This includes recommendations, channel information, watch later button, etc.
- You can access Studio-only capabilities (i.e. monitoring student viewing behavior across video segments).
- Captions will be carried over.

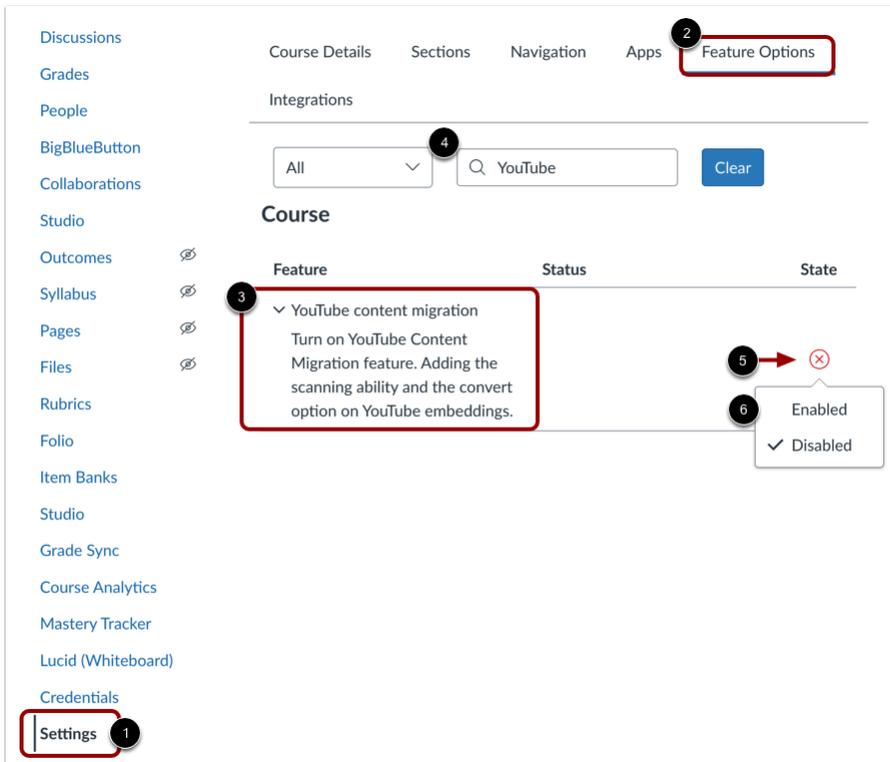
You can migrate the embedded YouTube videos [manually](#) or via the [migration tool](#).

If you use the YouTube Migration Tool, the videos are automatically added to [Course Collections](#). If you manually migrate a YouTube video, it is automatically added to your Studio video library. This allows you to [manage it in the My Library page](#), [monitor student viewing behavior](#), [embed quiz questions](#), and more.

For more information about migrating YouTube videos in Canvas to Studio content, visit the [YouTube Player for Education FAQs resource document](#).

Migrate YouTube Videos via Migration Tool

Enable YouTube Migration Tool



The screenshot shows the Canvas Studio interface. On the left sidebar, the 'Settings' link is circled in red with a callout '1'. At the top, the 'Feature Options' tab is circled in red with a callout '2'. Below the 'Integrations' section, there is a search field containing 'YouTube' with a callout '4' and a 'Clear' button. Under the 'Course' section, the 'YouTube content migration' feature is circled in red with a callout '3'. The feature description reads: 'Turn on YouTube Content Migration feature. Adding the scanning ability and the convert option on YouTube embeddings.' To the right of the feature, there is a 'State' column with a callout '5' pointing to a red 'X' icon. A dropdown menu is open, showing 'Enabled' with a callout '6' and 'Disabled' with a checkmark.

In Course Navigation, click the **Settings** link [1]. Then, click the **Feature Options** tab [2].

To locate the **YouTube content migration** feature option [3], you can either scroll the page or enter a keyword in the **Search** field [4]. Click the **State** icon [5] and select the **Enabled** option [6].

Note: If your admin enabled the YouTube content migration feature option at the account level, it may already display as enabled at the course level. For more information about feature options, visit the [Canvas Feature Option Summary](#) resource document.

Scan Embedded YouTube Videos

YouTube Content Migration 2 Scan Course

This tool helps you identify YouTube videos in your course that may display ads. Each row shows a Canvas Page, Module, or Discussion where one or more YouTube videos were found. After migration, videos will be added to the course collection and remain as links, so no extra storage will be used. You can rescan the course anytime with the 'Scan' button.

3
YouTube content detected

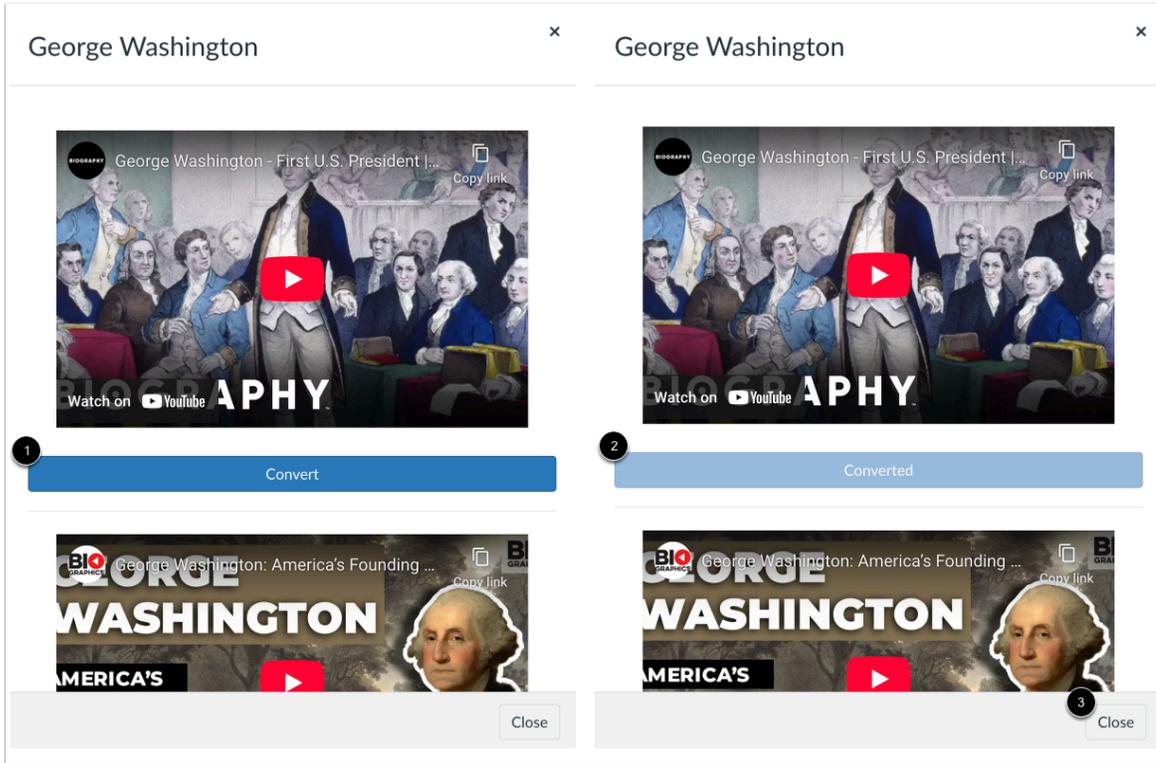
| 3 Canvas Resource | 4 Content Type | 5 YouTube content | Action |
|-----------------------------------|--------------------------|-----------------------------|-----------------|
| George Washington | Page | 2 | 6 Review |
| Pre-Colonial Era | Page | 1 | Review |

In Course Navigation, click the **YouTube Migration** link [1]. To filter embedded YouTube videos, click the **Scan Course** button [2].

A list displays the Canvas resources where the YouTube videos are embedded [3], the content type [4], and the number of YouTube content detected for each Canvas resource [5].

To migrate the videos into Studio content, click the **Review** button [6].

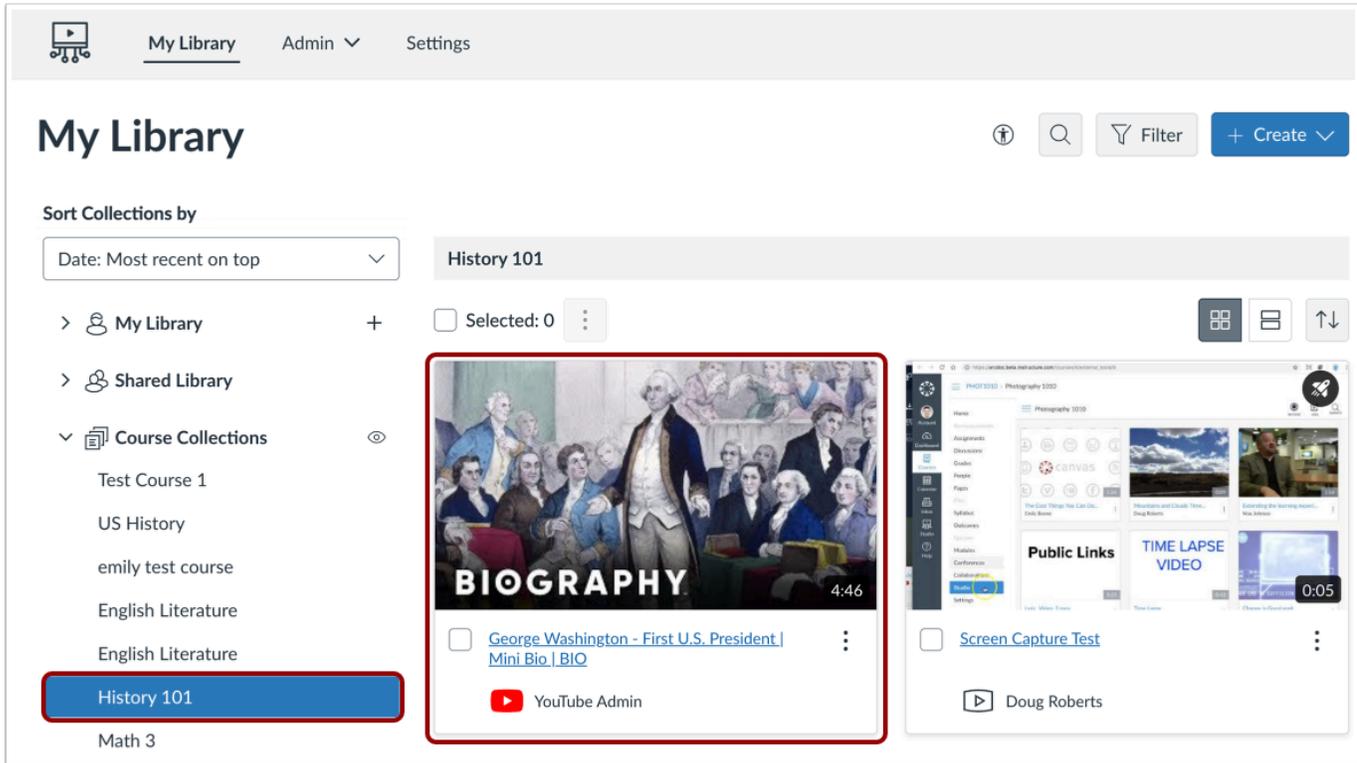
Migrate Videos



Click the **Convert** button [1]. Once migrated, the button displays as **Converted** [2].

To exit the window, click the **Close** button [3].

View Migrated Videos

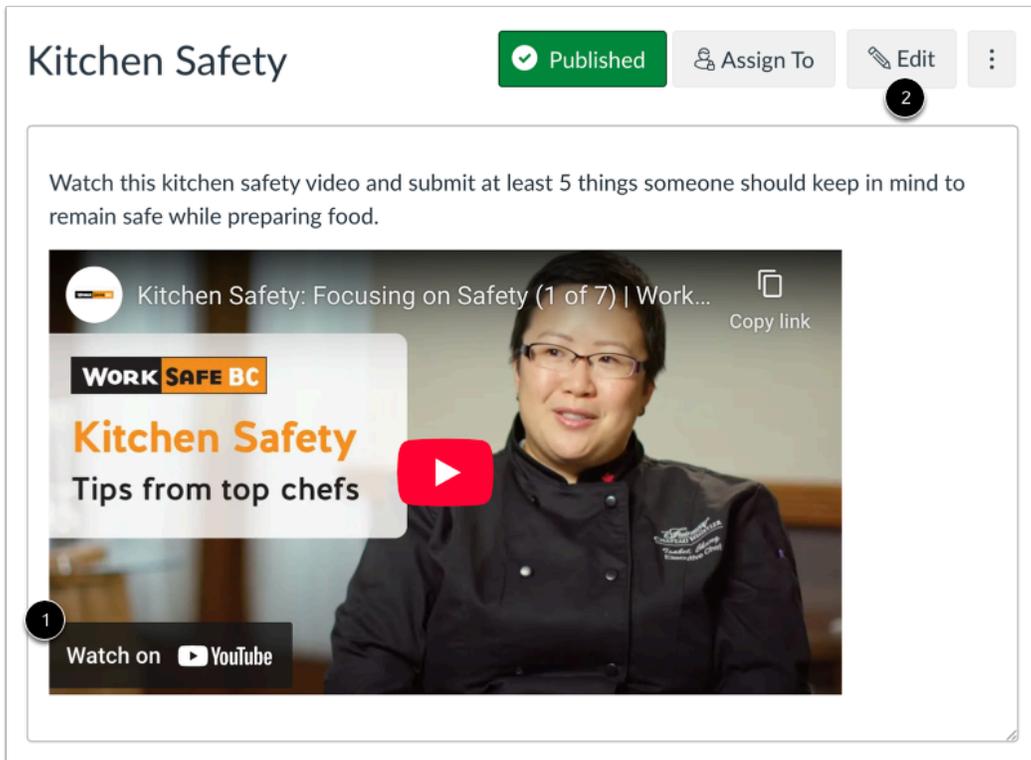


The screenshot displays the Canvas 'My Library' interface. At the top, there are navigation links for 'My Library', 'Admin', and 'Settings'. Below this, the 'My Library' title is prominent, accompanied by search and filter icons and a '+ Create' button. A 'Sort Collections by' dropdown menu is set to 'Date: Most recent on top'. On the left, a sidebar lists various collections: 'My Library', 'Shared Library', and 'Course Collections'. Under 'Course Collections', 'History 101' is highlighted with a red border. The main content area shows a collection titled 'History 101' with 'Selected: 0' items. A video player is embedded, showing a 'BIOGRAPHY' video titled 'George Washington - First U.S. President | Mini Bio | BIO' by 'YouTube Admin', with a duration of 4:46. To the right, another video player shows a 'Screen Capture Test' by 'Doug Roberts' with a duration of 0:05. The interface also includes icons for grid, list, and sort views.

The YouTube content is automatically saved to the Course Collections within the course where it was originally embedded.

Migrate YouTube Videos Manually

Locate Embedded YouTube Video



Kitchen Safety

Published Assign To Edit

Watch this kitchen safety video and submit at least 5 things someone should keep in mind to remain safe while preparing food.

Kitchen Safety: Focusing on Safety (1 of 7) | Work... Copy link

WORK SAFE BC

Kitchen Safety

Tips from top chefs

Watch on YouTube

In Canvas, locate the embedded YouTube video you want to migrate.

To get the video URL, click the **Watch on YouTube** button [1] then copy the URL from the web address bar.

Click the **Edit** button [2].

Remove Embedded YouTube Video

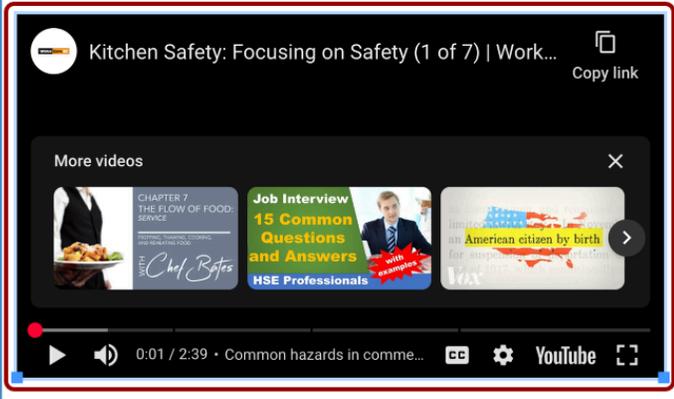
Assignment Name *

Kitchen Safety

Edit View Insert Format Tools Table

Opx Paragraph | **B** *I* U   T² | :

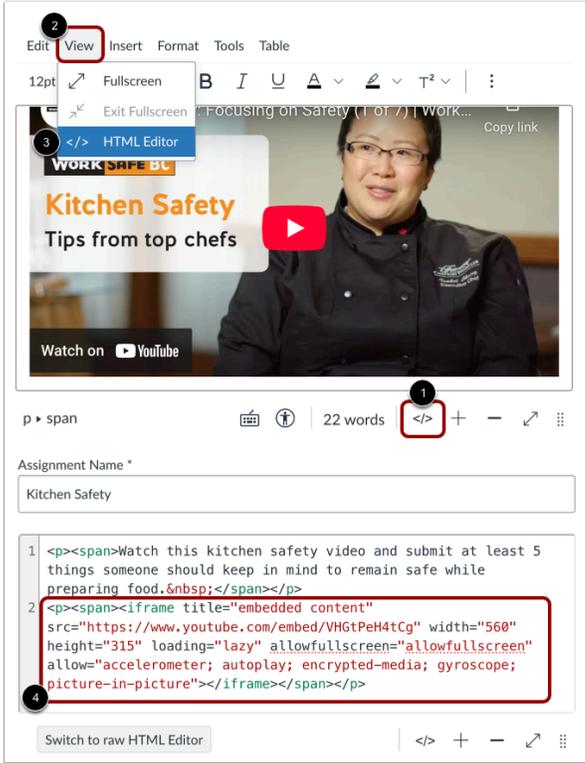
Watch this kitchen safety video and submit at least 5 things someone should keep in mind to remain safe while preparing food.



p > span > span   | 22 words |  + -  :

In the Rich Content Editor, highlight the video and then press the **Backspace** (PC) or **Delete** (Mac) key.

Remove Embedded Video in HTML Editor

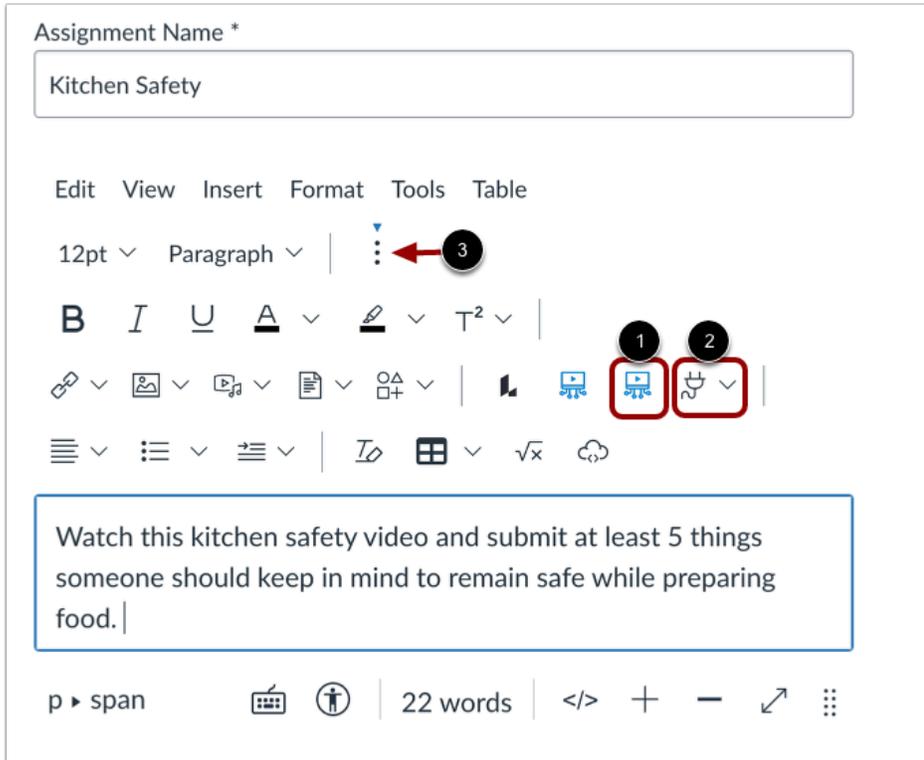


The screenshot shows the Canvas HTML Editor interface. At the top, the 'View' tab is selected and circled with a red box and the number 2. Below the menu, the 'HTML Editor' option is highlighted with a blue box and the number 3. The main content area displays a video player for 'Kitchen Safety Tips from top chefs' with a red play button. Below the video, the HTML code is visible, and the entire code block is highlighted with a red box and the number 4. The code includes an `` tag containing the video player and an `<iframe>` tag for the video embed. The interface also shows a 'Switch to raw HTML Editor' button at the bottom left.

To remove the embedded video in the HTML editor, click the **HTML Editor** icon [1]. Alternatively, click the **View** tab [2] and select the **HTML Editor** option [3].

In the HTML view, delete the embed code [4].

Open Canvas Studio from RCE Toolbar

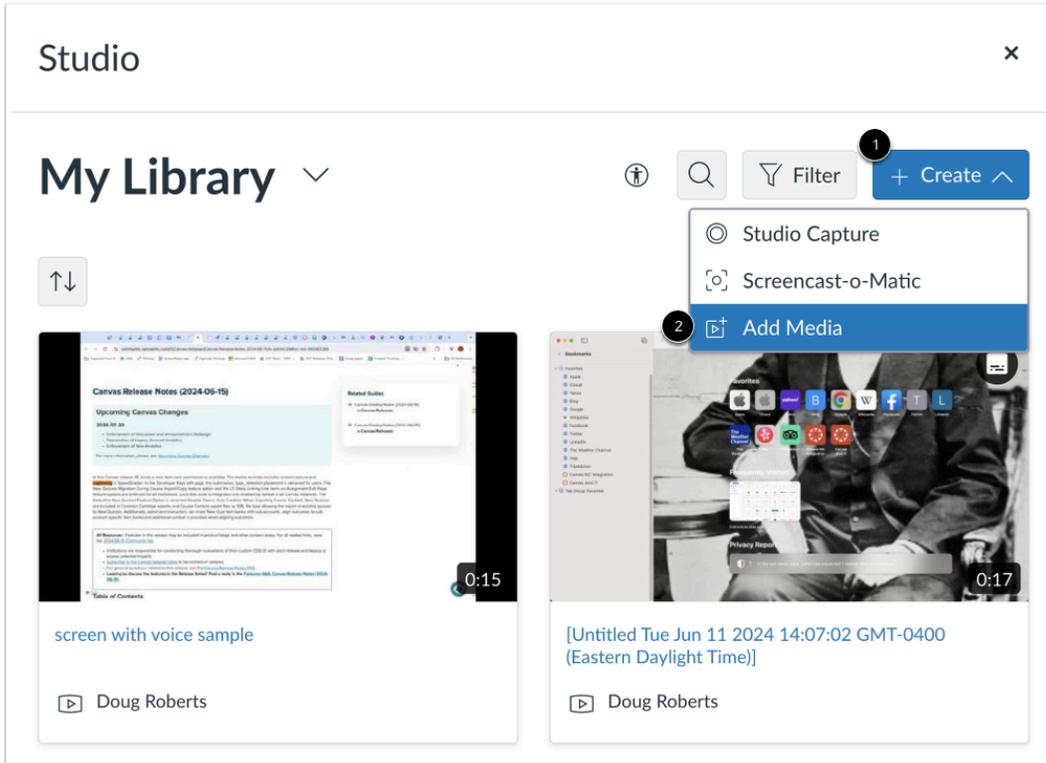


The screenshot shows the Canvas Rich Content Editor (RCE) interface. At the top, there is a text input field labeled "Assignment Name *" containing the text "Kitchen Safety". Below this is a menu bar with options: Edit, View, Insert, Format, Tools, and Table. The toolbar contains various icons for text formatting (font size, paragraph style, bold, italic, underline, text color, background color, strikethrough, subscript), linking, media insertion, and list creation. Two icons are highlighted with red boxes and numbered: icon 1 is the Studio icon (a computer monitor with a play button), and icon 2 is the App icon (a person icon). A third icon, the Options icon (three vertical dots), is also highlighted with a red box and numbered 3, with a red arrow pointing to it from the right. Below the toolbar is a text area containing the text: "Watch this kitchen safety video and submit at least 5 things someone should keep in mind to remain safe while preparing food." At the bottom of the editor, there is a status bar showing "p > span", a person icon, "22 words", and various utility icons.

Click the **Studio** icon [1]. Alternatively, you can click the **App** icon [2].

Note: If the Studio icon does not display in the toolbar, click the **Options** icon [3].

Add Media to Canvas Studio

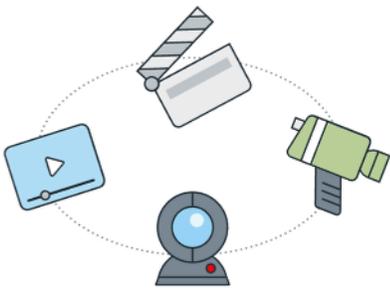


The screenshot shows the Canvas Studio interface. At the top left, the word "Studio" is displayed. Below it, the "My Library" section is visible with a dropdown arrow. A search bar, a "Filter" button, and a "Create" button with an upward arrow are located in the top right. A dropdown menu is open from the "Create" button, showing three options: "Studio Capture", "Screencast-o-Matic", and "Add Media". The "Add Media" option is highlighted in blue and has a circled "2" next to it. Below the menu, two video thumbnails are shown. The first thumbnail is titled "screen with voice sample" and has a duration of 0:15. The second thumbnail is titled "[Untitled Tue Jun 11 2024 14:07:02 GMT-0400 (Eastern Daylight Time)]" and has a duration of 0:17. Both thumbnails are attributed to "Doug Roberts".

Click the **Create** button [1] and select the **Add Media** option [2].

Add Video URL

Add to My Library ×



Drag & Drop or Upload Media
Browse your device to upload media files.

[Browse Files](#)

YouTube
vimeo

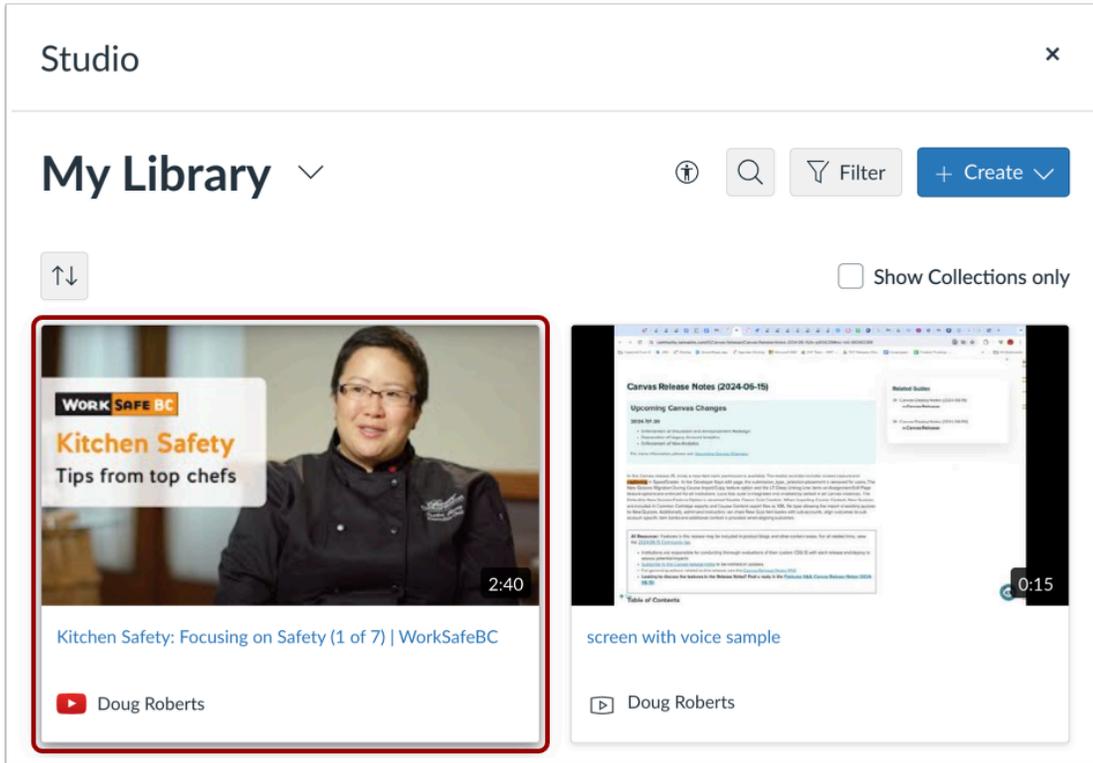
Paste External Link

1

2 [Add Video](#)

In the **YouTube or Vimeo Link** field [1], enter the video URL. Then click the **Add Video** button [2].

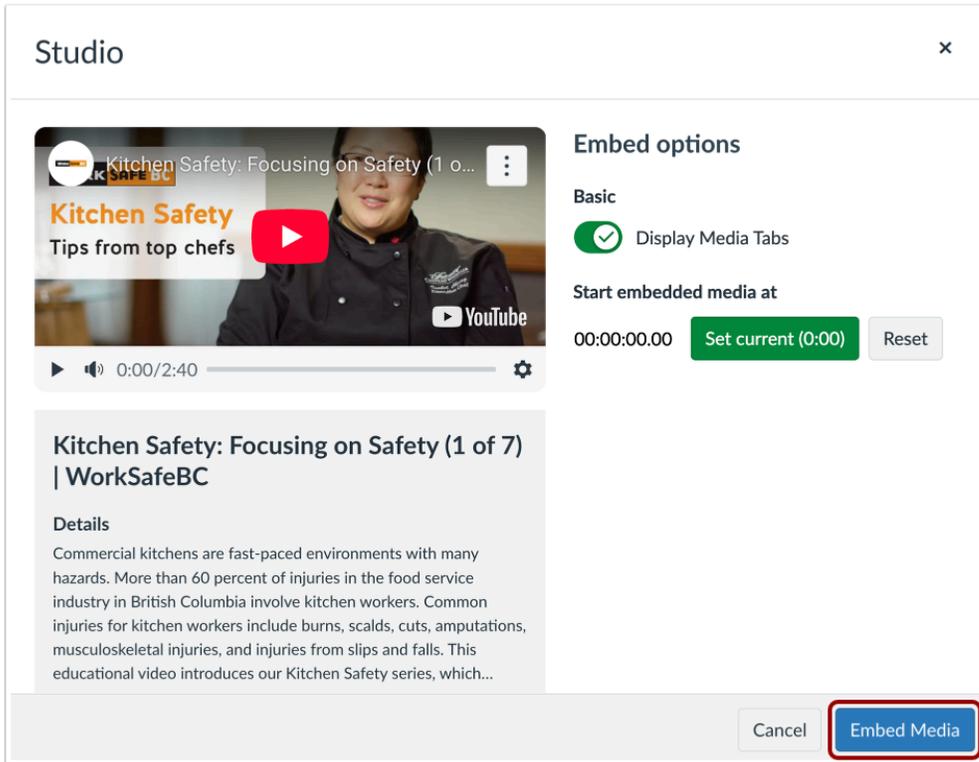
Embed Media from Canvas Studio



The screenshot shows the Canvas Studio interface. At the top, it says "Studio" with a close button. Below that is "My Library" with a dropdown arrow. There are search, filter, and create buttons. A "Show Collections only" checkbox is visible. Two media thumbnails are shown. The first thumbnail, titled "Kitchen Safety: Focusing on Safety (1 of 7) | WorkSafeBC", is highlighted with a red border. It features a video player with a thumbnail of a woman and a duration of 2:40. The second thumbnail, titled "screen with voice sample", shows a screenshot of a document with a duration of 0:15. Both thumbnails have a play button icon and the name "Doug Roberts" below them.

To embed the media you uploaded, locate and click the media thumbnail.

Set Media Settings



Studio

Kitchen Safety: Focusing on Safety (1 of 7) | WorkSafeBC

Embed options

Basic

Display Media Tabs

Start embedded media at

00:00:00.00

When you [embed a YouTube video](#), you can display or hide media tabs, set start time for the media, or resize the embedded media.

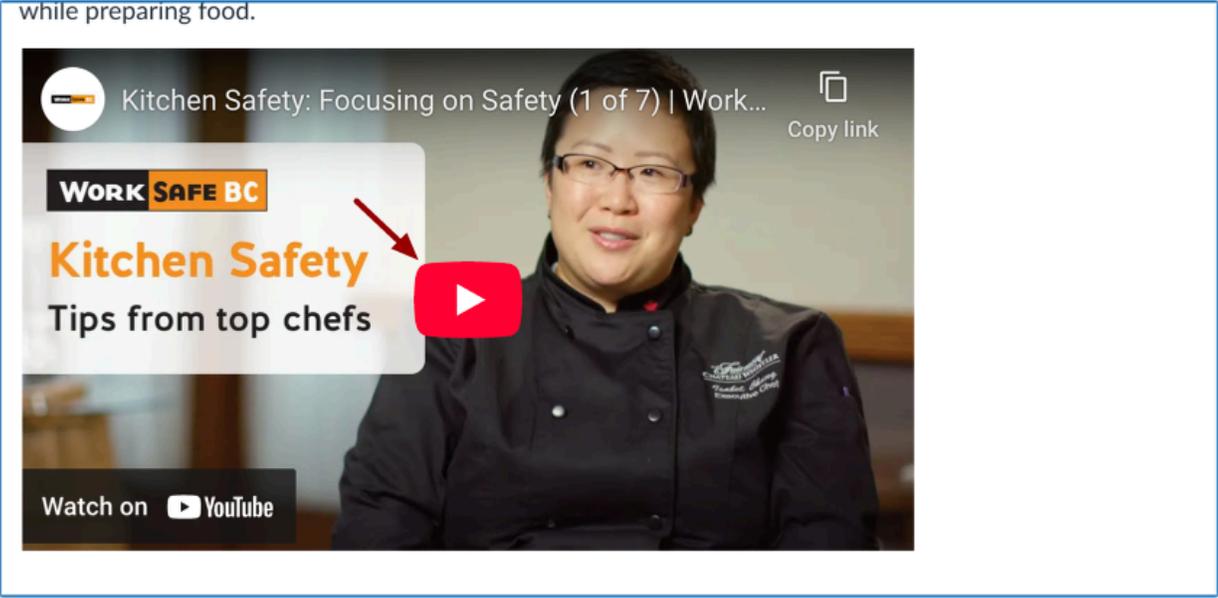
To embed the media, click the **Embed Media** button.

View Embedded Media

Edit View Insert Format Tools Table

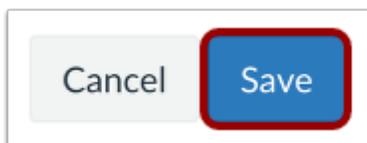
12pt Paragraph | **B** *I* U A |  | T² | :

while preparing food.



To preview your embedded video in the Rich Content Editor field, click the **Play** button.

Save Changes



To apply the changes, click the **Save** button.

Troubleshooting

Studio does not offer me the Add YouTube Media option

If you are not an admin, make sure that your admin has enabled the [Add media from YouTube](#) permission under the Studio settings for your role.

I have a sub-account level install with no access to the Studio Admin permissions from Canvas

To access this permission for sub-account level Studio installations, admins must access Studio via their standalone URL: **[institution domain].instructuremedia.com**.

The YouTube video I embedded is not supported

With the new YouTube video experience in Studio, there are rare instances when it no longer supports a particular YouTube video. Age-restricted content or videos a creator chooses to exclude from embedded surfaces will also not be supported. In these cases, you must [use the existing embed process](#) that will display ads.

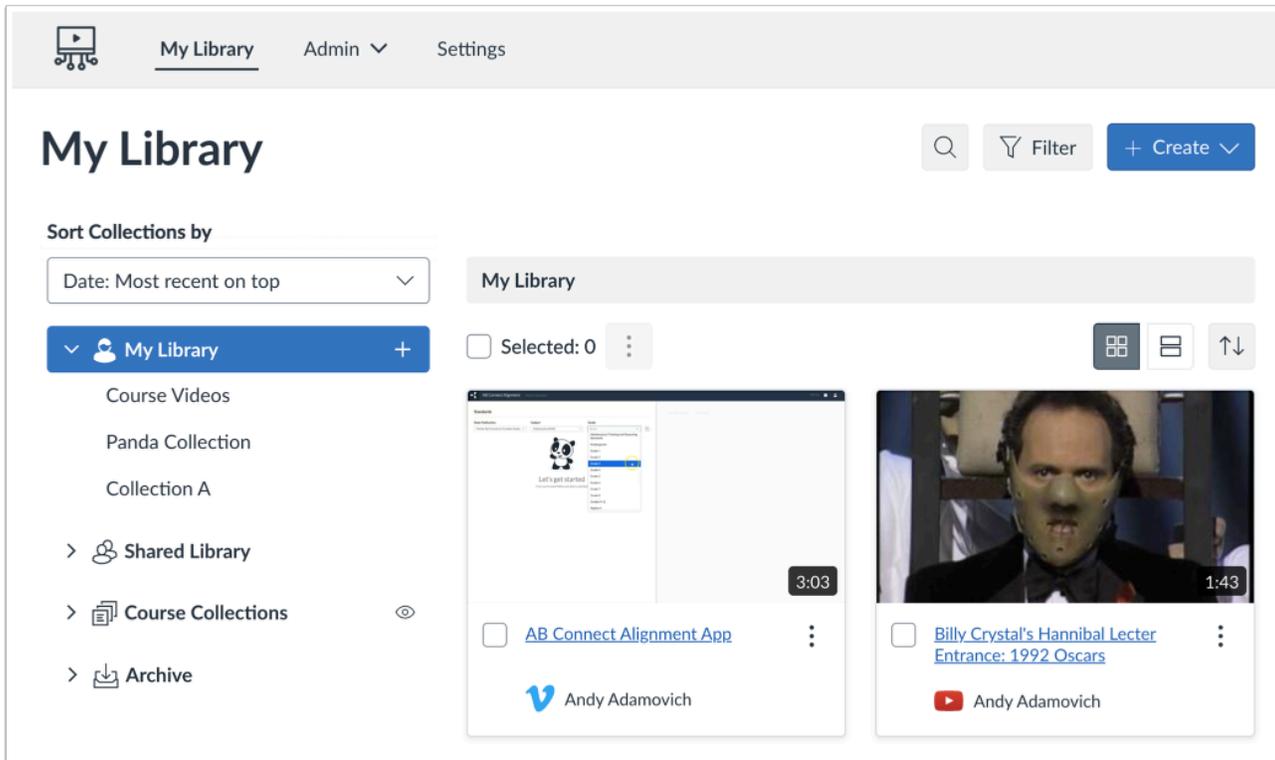
How do I replace a Canvas Studio video thumbnail?

You can replace Canvas Studio video thumbnails.

Notes:

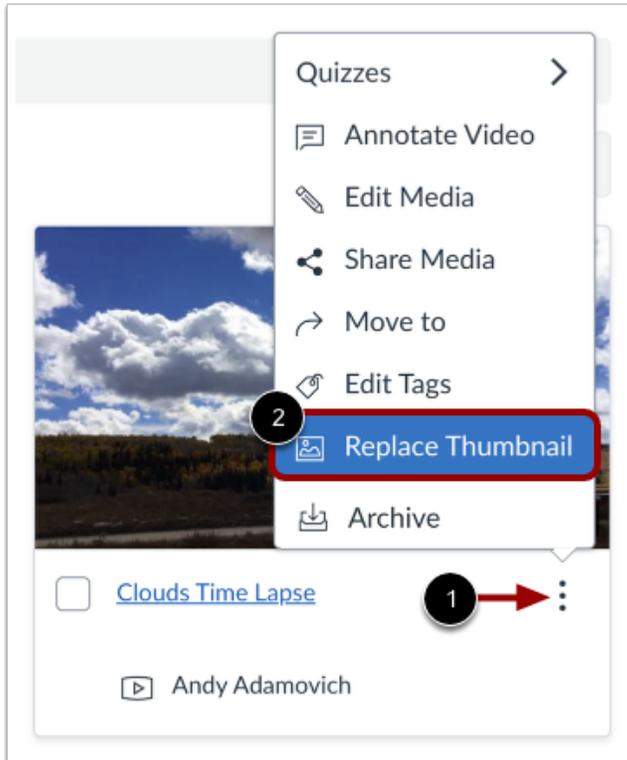
- You can add custom thumbnails to any of your own uploaded Studio content.
- Dimensions for thumbnail images should be approximately 1000 pixels wide x 512 pixels high. For best results, please retain the aspect ratio for the image to scale properly.

View Media Library



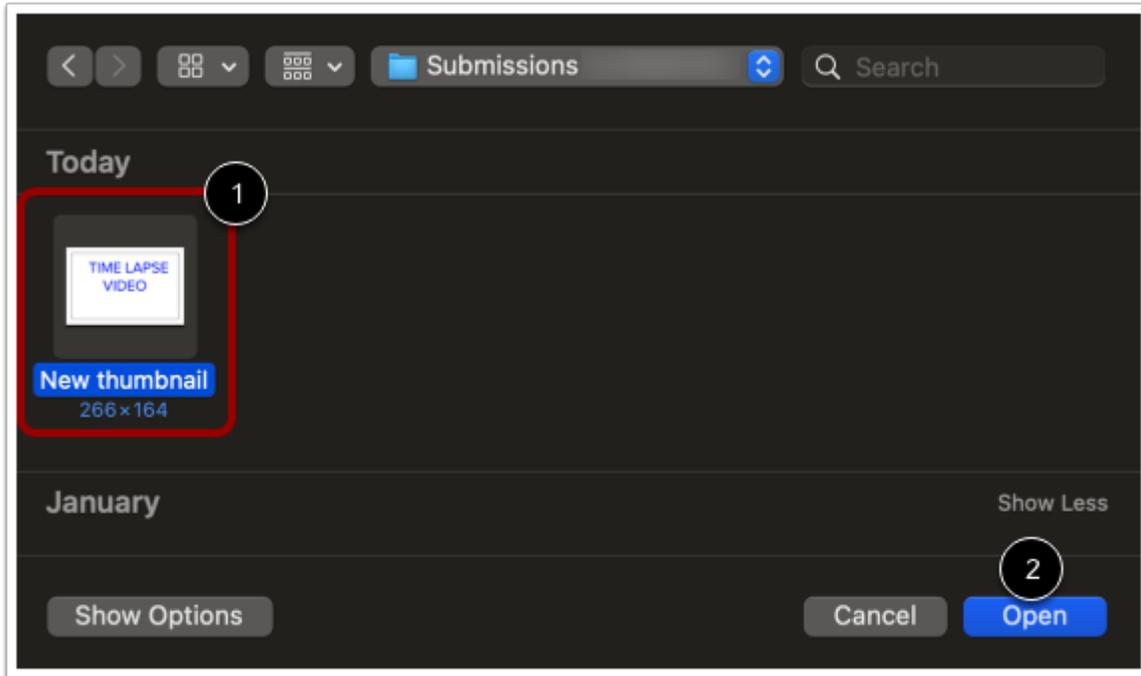
In Studio, the My Library page opens by default.

Replace Thumbnail



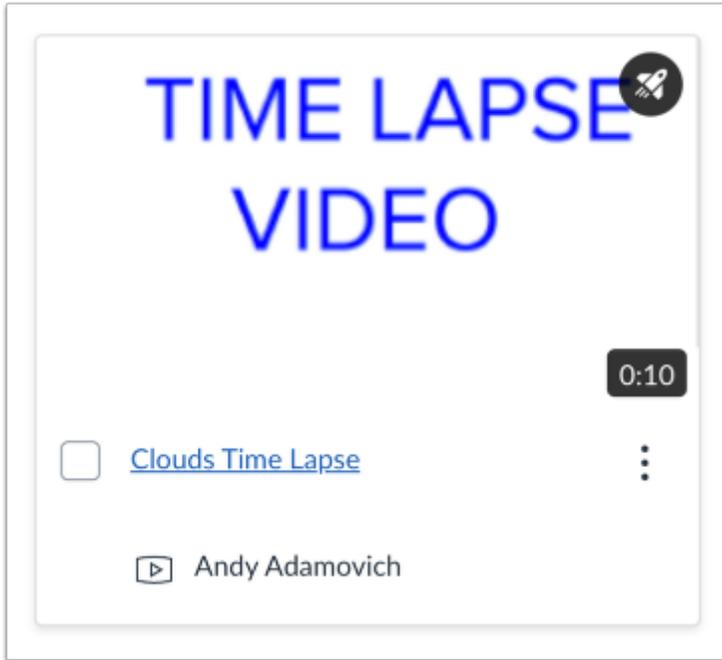
Locate the video. Then, click the **Options** icon [1] and click the **Replace Thumbnail** link [2].

Open File



Locate the file on your computer [1]. Then, click the **Choose** or **Open** button [2].

View Thumbnail



View the new thumbnail.

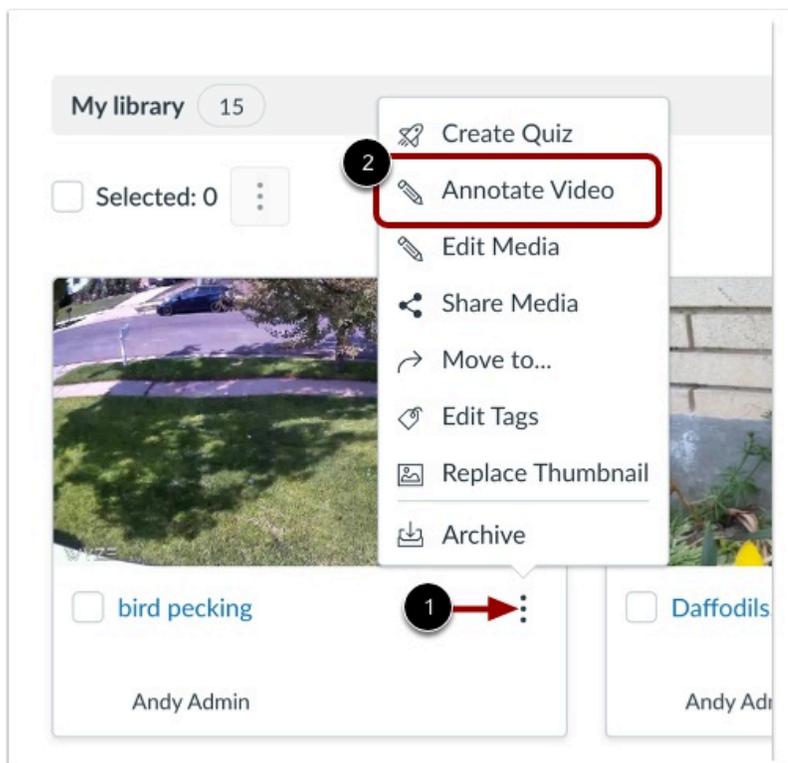
How do I add annotations to my media in Canvas Studio?

You can add annotations to your media in Canvas Studio. Annotations include a headline and text, and you can also add links and hyperlinks. When viewers play the annotated media, the media pauses and annotations display. You can also [edit and delete annotations](#).

Notes:

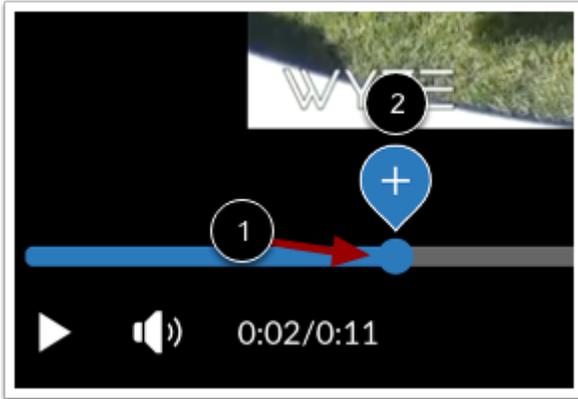
- After logging into Canvas Studio through Canvas Global Navigation, you can add annotations to your uploaded media. Annotations cannot be added to your media anywhere else in the Canvas interface.
- You can only add annotations to your own uploaded media. However, you can add time-stamped comments to media that is shared with you.

Open Media Annotation Tool



Locate the video you want to annotate. Then, click the **Options** icon [1] and click the **Annotate Video** link [2].

Add Annotation in Media



In the media timeline, pause the media where you want to add an annotation [1]. Click the **Add** icon [2].

Enter Notecard Details

Notecard at 0:14 ×

Headline

1

17/80 characters

Description

2

76/200 characters

Add a headline in the **Headline** field [1]. You can enter up to eighty characters in the headline field.

Add description text in the **Description** field [2]. You can enter up to two hundred characters in the description field.

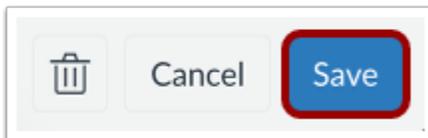
Add Link to Notecard



You can add links to your annotation. Enter a link in the **Link** field [1].

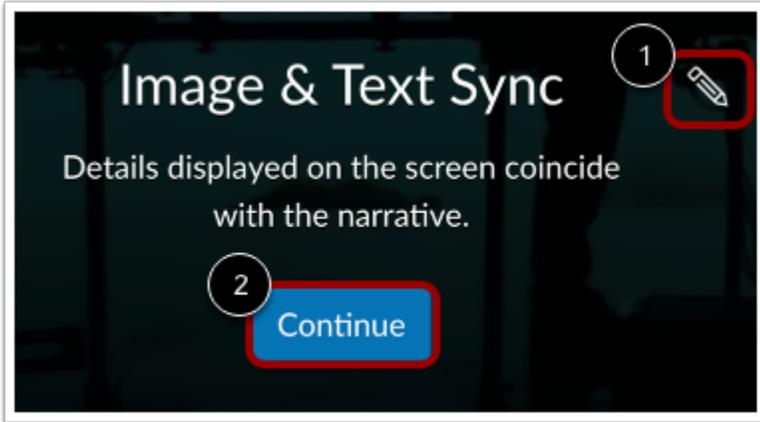
To create a hyperlink, enter text in the **Display Text** field [2]. You can enter up to thirty characters in the display text field.

Save Annotation



Click the **Save** button.

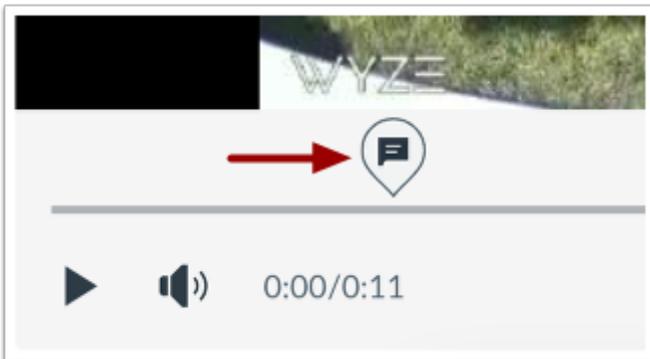
View Annotation



View the annotation.

To edit the annotation, click the **Edit** icon [1]. To dismiss the annotation, click the **Continue** button [2].

View Annotation in Media



Annotations display in your media timeline. To view and edit the annotation, click the **Annotation** icon.

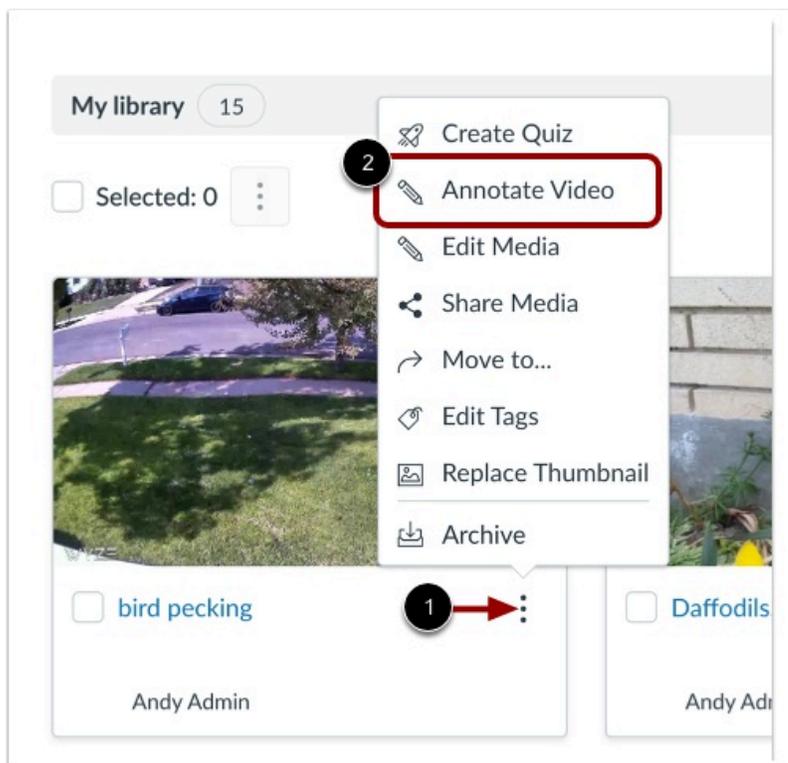
How do I view and manage annotations in my media in Canvas Studio?

If you have [added annotations to your media](#) in Canvas Studio, you can view, edit, and delete annotations. Annotations include a headline and text, and you can also add links and hyperlinks. When viewers play the annotated media, the media pauses and annotations display.

Notes:

- After logging into Canvas Studio through Canvas Global Navigation, you can add annotations to your uploaded media. Annotations cannot be added to your media anywhere else in the Canvas interface.
- You can only add annotations to your own uploaded media. However, you can add time-stamped comments to media that is shared with you.

Open Media Annotation Tool



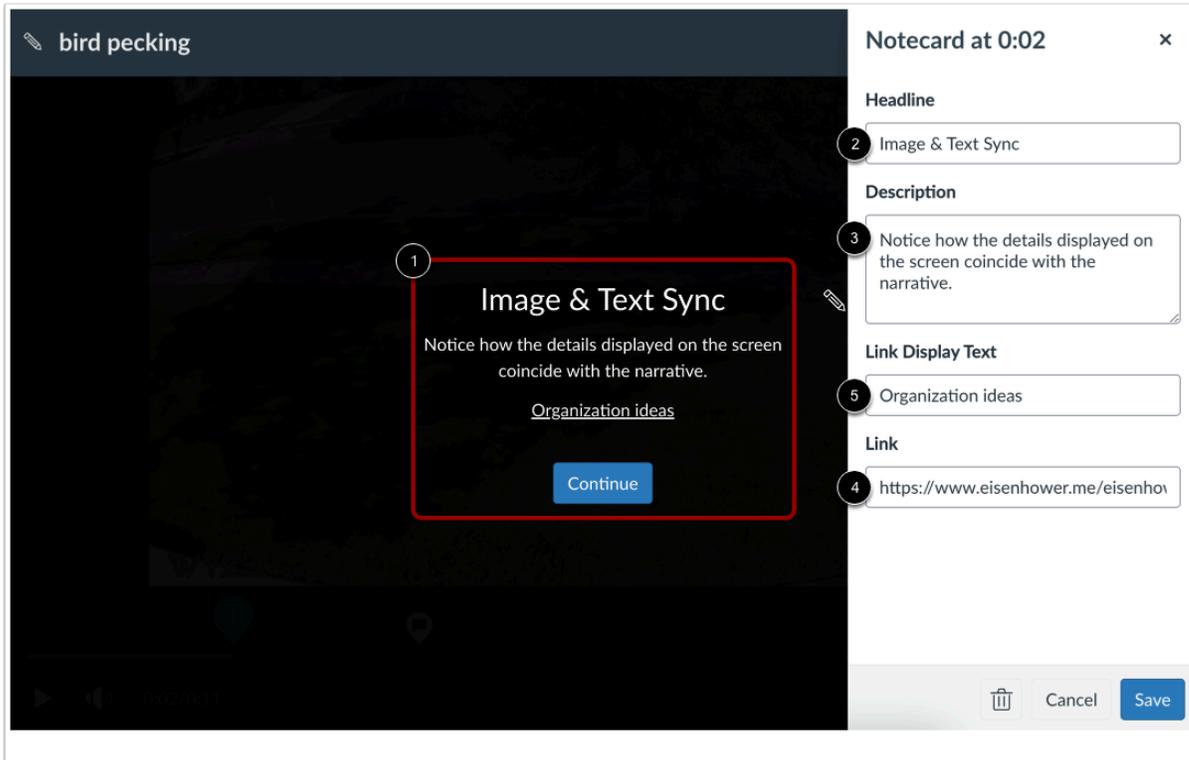
Locate the video you want to annotate. Then click the **Options** icon [1] and click the **Annotate Video** link [2].

View Annotation in Media



In the media timeline you can view your annotations [1]. Locate and hover over the annotation you want to edit, then click the **Edit** icon [2].

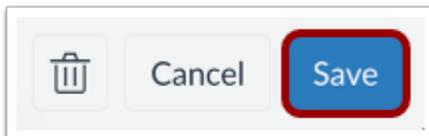
Edit Annotation



The annotation displays in the media [1].

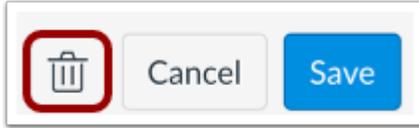
Use the annotation sidebar to edit the annotation. You can edit the **Headline** [2], **Description** [3], **Link** [4], and **Link Display Text** [5].

Save Edits



To save your edits, click the **Save** button.

Delete Annotation



To delete the annotation, click the **Delete** button.

How do I use the Canvas Studio media editor?

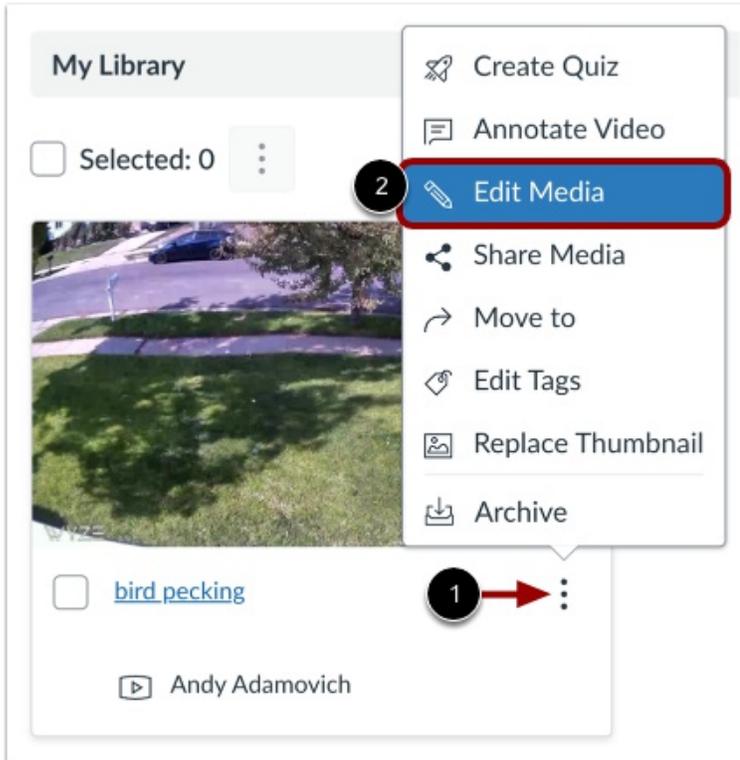
After uploading a file to your media library, you can use the Studio media editor to make changes to your file.

After making changes to your media file, you can replace your original file with the edited version or you can save the edited version as a new file.

Notes:

- You can only edit media you access through your Studio media library.
- You cannot edit a media file in a course that is embedded within that course.
- In order to update and show the edited version of a media file that is already embedded in a course, you must manually update the embedded course location.
- You can only edit media files you have uploaded and stored in Studio.
- You cannot edit Youtube or Vimeo imported videos in Studio.
- If you edit a media file that has captions, the captions are edited along with the video as closely as possible. After making any edits, check the file and captions for alignment.
- The Canvas Studio Media Player supports keyboard shortcuts. View the [Studio Media Player Keyboard Shortcuts](#) document.

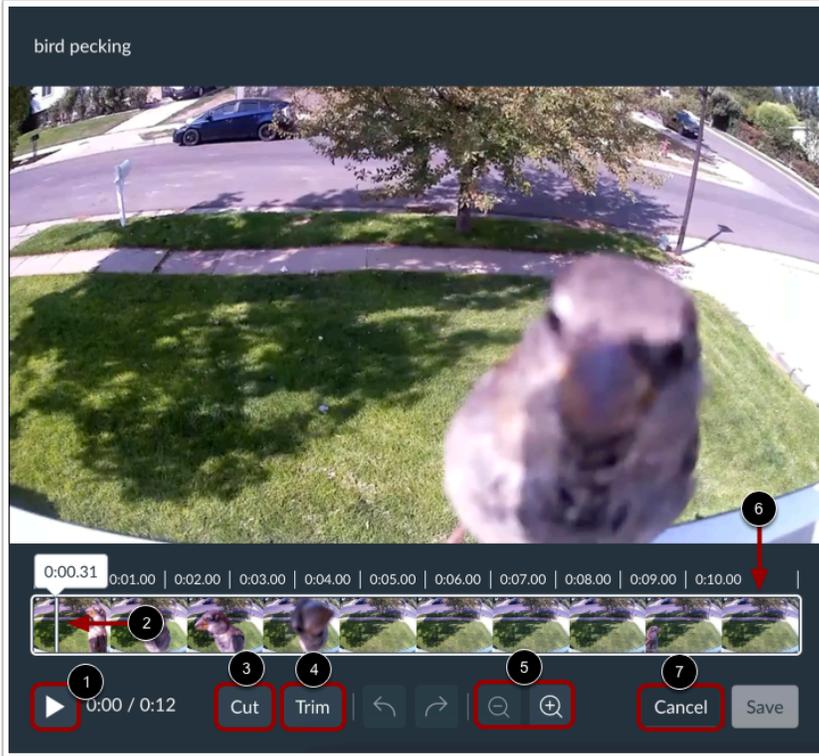
Open Media Editor



On the My Library page, locate the media and click the **Options** icon [1]. Then click the **Edit Media** link [2].

Note: To edit media that has been shared with you, you must [copy the media to your library](#).

View Media Editor Options



Click the **Play** button to watch your media [1].

The media playhead displays at the beginning of the media timeline and moves from left to right as the media plays [2].

To [cut](#) and remove sections of your media file, click the **Cut** button [3].

To [trim](#) material from the beginning or end of your video file, click the **Trim** button [4].

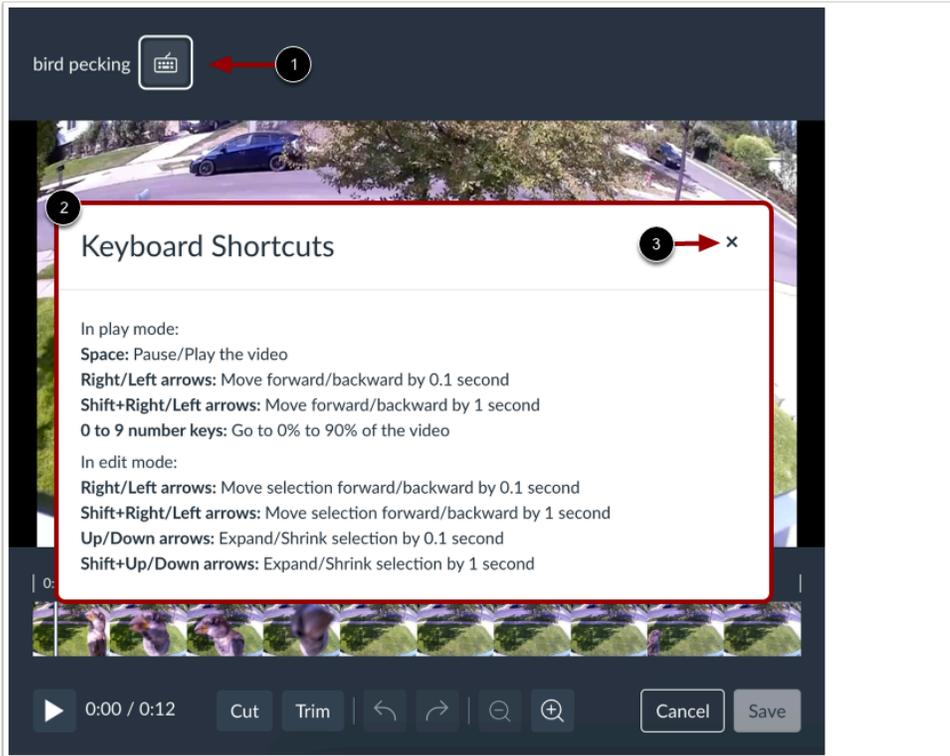
To zoom in or out of the media timeline, click the **Zoom** buttons [5].

If you uploaded a video file, you can view a preview of your video frames that display in the media timeline [6].

To exit the Studio media editor, click the **Cancel** button [7].

Note: The media timeline will not display frame previews in the video editor on mobile devices.

View Keyboard Shortcuts



You can navigate through the Studio media editor with your keyboard by pressing the **Tab** key consecutively. This is an accessibility feature for keyboard-only users.

After cycling through a few onscreen navigation items by pressing the **Tab** key, the Keyboard Shortcuts icon displays to the right of the media title in the Studio media editor [1].

When the Keyboard Shortcuts icon displays, press the **Enter** or **Return** key.

The Keyboard Shortcuts window displays, which shows common keyboard shortcuts you can use in the Studio media editor [2].

To close the Keyboard Shortcuts window, click the **Close** button [3].

How do I cut sections of a media file in Canvas Studio?

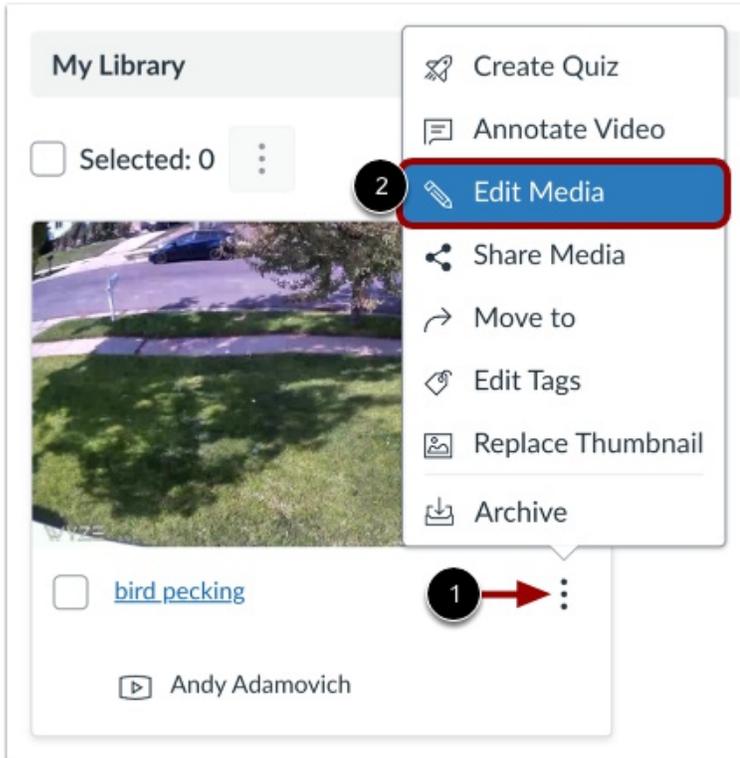
After uploading a media file to your media library, you can use the Studio media editor to cut and remove unwanted sections of your media file.

After cutting your media file, you can replace your original file with the edited version or you can save the edited version as a new file.

Notes:

- You can only edit media you access through your Studio media library.
- You cannot edit a media file in a course that is embedded within that course.
- In order to update and show the edited version of a media file that is already embedded in a course, you must manually update the embedded course location.
- You can only edit media files you have uploaded and stored in Studio.
- You cannot edit Youtube or Vimeo imported videos in Studio.
- If you cut a media file that has captions, the captions are cut along with the video as closely as possible. After making any cuts, check the file and captions for alignment.

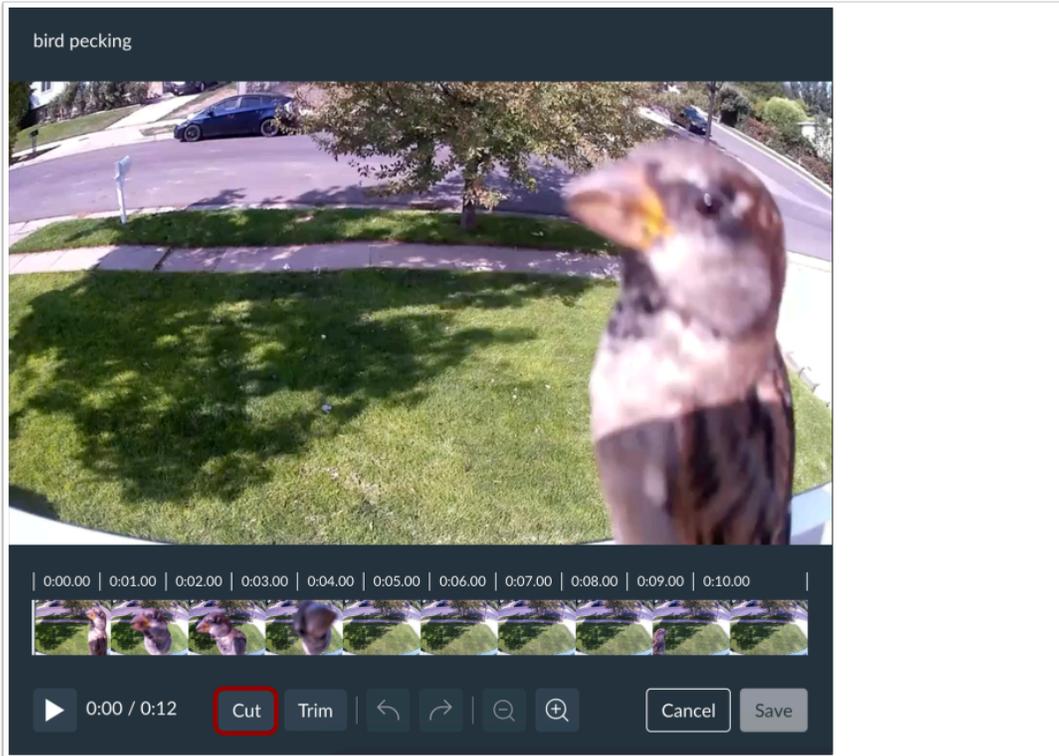
Open Media Editor



On the My Library page, locate the media and click the **Options** icon [1]. Then click the **Edit Media** link [2].

Note: To edit media that has been shared with you, you must [copy the media to your library](#).

Open Cut Mode



To select a section of the media to remove, click the **Cut** button.

Note: The media timeline will not display frame previews in the video editor on mobile devices.

View Selection Slider

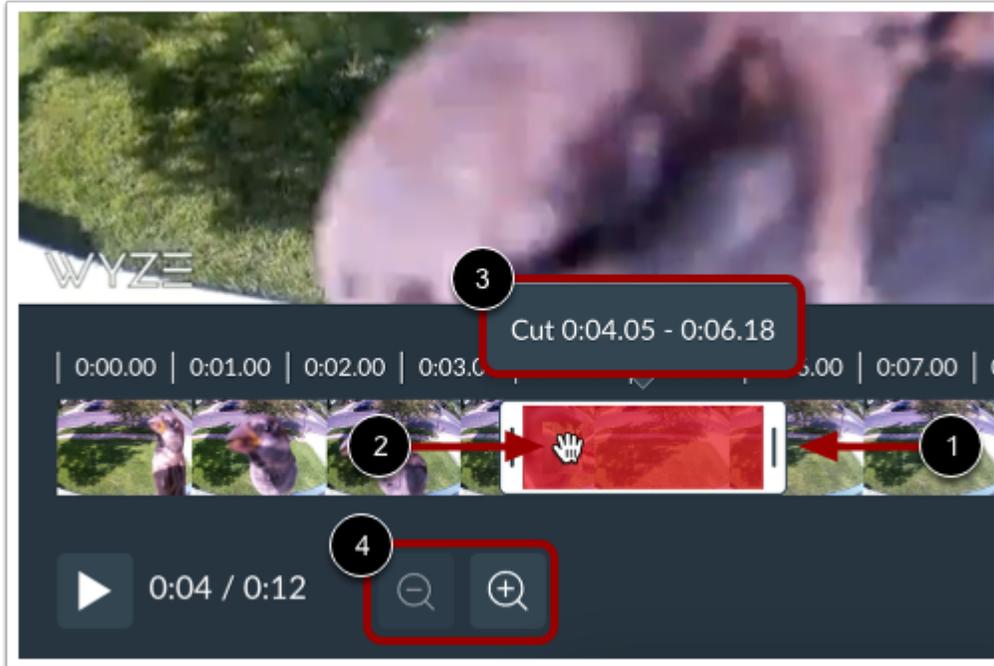


Hover your cursor over the selection slider to view the double-headed arrow cursor [1].

The selection slider displays on the media timeline at the last location the playhead paused [2].

Note: If you did not play your media file before clicking the Cut button, the selection slider will be at the beginning of your media timeline.

Drag and Resize Selection Slider



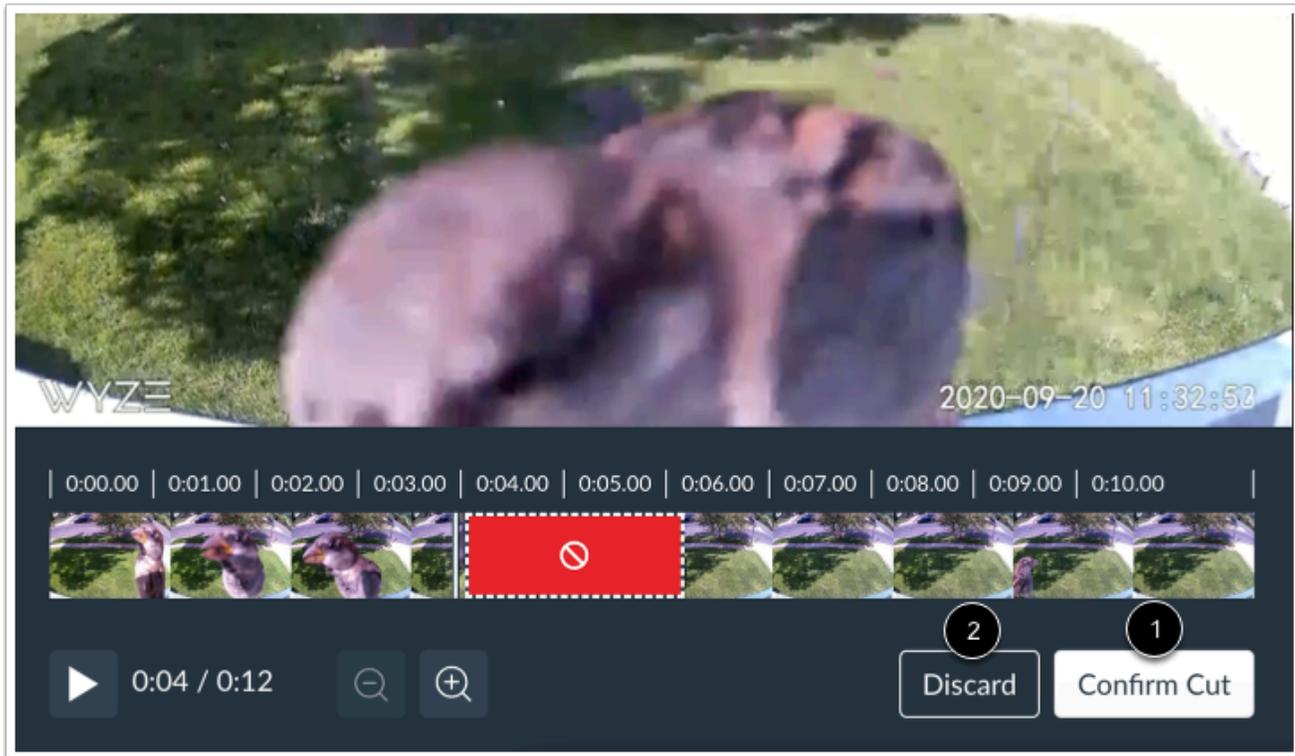
Next, click and drag the double-headed arrow cursor to widen or narrow the selection slider [1]. The selected portion of the timeline is red and shaded.

You can move your planned cut area by clicking and dragging the selection slider to a different part of the timeline [2].

As you adjust the selection slider, the timestamp of the planned cut area displays above it [3].

Note: To zoom in or out of the timeline in order to create a more precise cut, click the **Zoom** buttons [4].

Confirm or Discard Cut

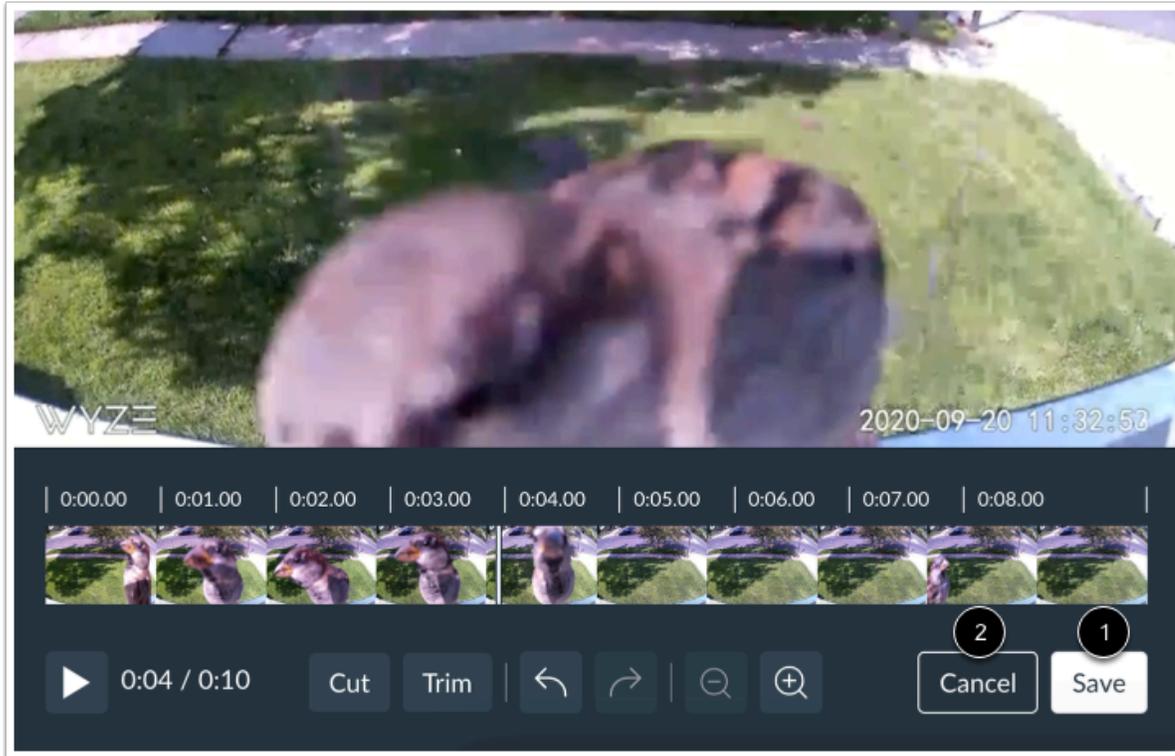


To cut the media, click the **Confirm Cut** button [1].

Alternatively, to undo the selection and start over, click the **Discard** button [2].

Note: If you confirm the cut, you can still undo the cut by not saving the media file.

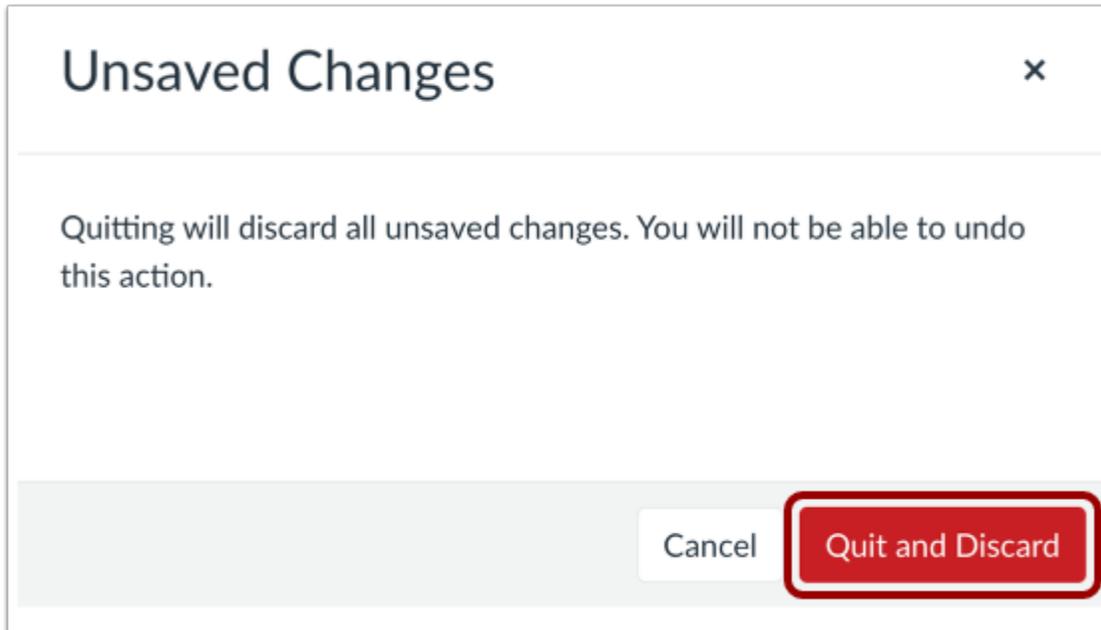
Save or Discard Cut Media File



To save the cut media file either as a copy or to replace the original, click the **Save** button [1].

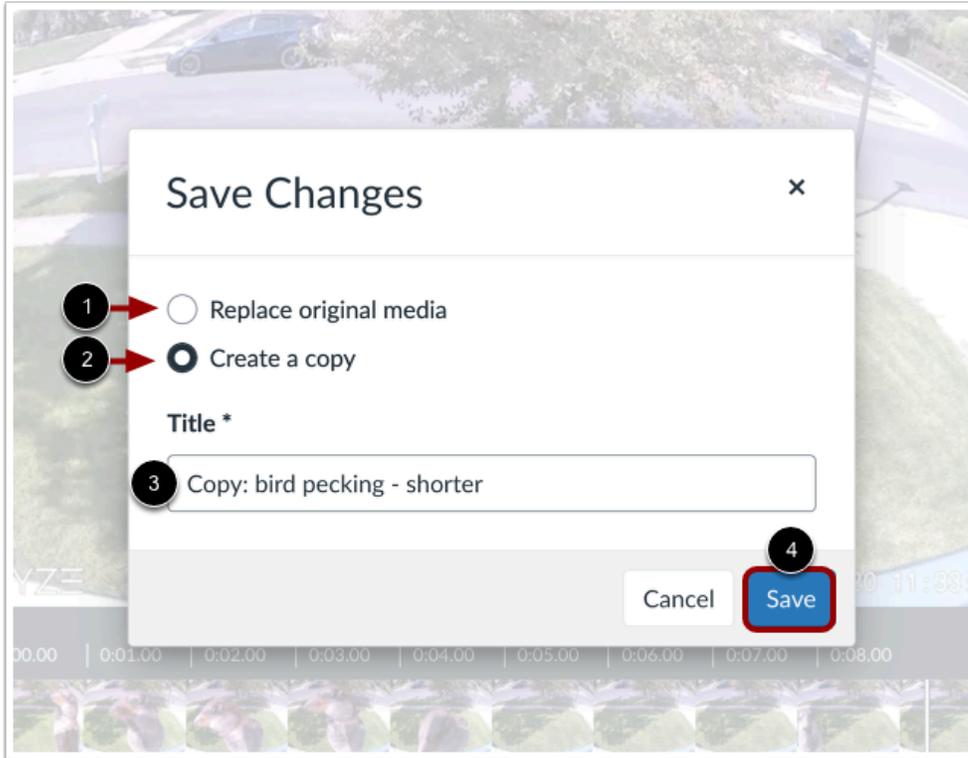
Alternatively, you can undo the cut by clicking the **Cancel** button [2].

Confirm Discard



To discard all edits and return to the media library, click the **Quit and Discard** button.

Save Changes



In the Save Changes window, you can replace the original media file or create a copy.

To replace the original media file with the edited media, click the **Replace original media** radio button [1].

To create an edited copy of the original media, click the **Create a copy** radio button [2]. By default, the title of the trimmed copy is *Copy: [original title]*. To edit the title for the copy, enter a new title in the **Title** field [3].

To save changes and return to the My Library page, click the **Save** button [4].

Note: If you create a copy of a media file you have shared with other users or groups, the copy is not automatically shared.

How do I trim a media file in Canvas Studio?

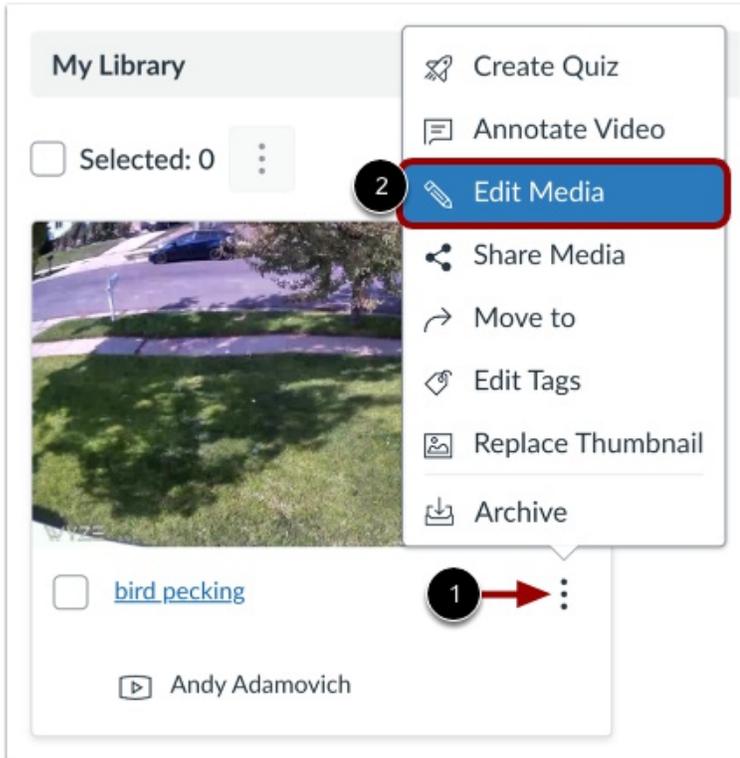
You can trim a Studio media file by selecting and removing material from the file at the beginning, end, or both.

After trimming your media, you can replace your original file with the trimmed version or you can save the trimmed media as a new file.

Notes:

- You can only edit media you access through the My Library page.
- You cannot edit embedded course media from its location in the course.
- If you edit a media file that is already embedded in a course, you can update it to the edited version by removing and re-embedding the file in the course location.
- You can only edit media you have uploaded to Studio.
- You cannot edit imported Youtube and Vimeo videos.
- If you trim a media file that has captions, the captions are trimmed along with the video as closely as possible. After trimming, check the file and captions for alignment.

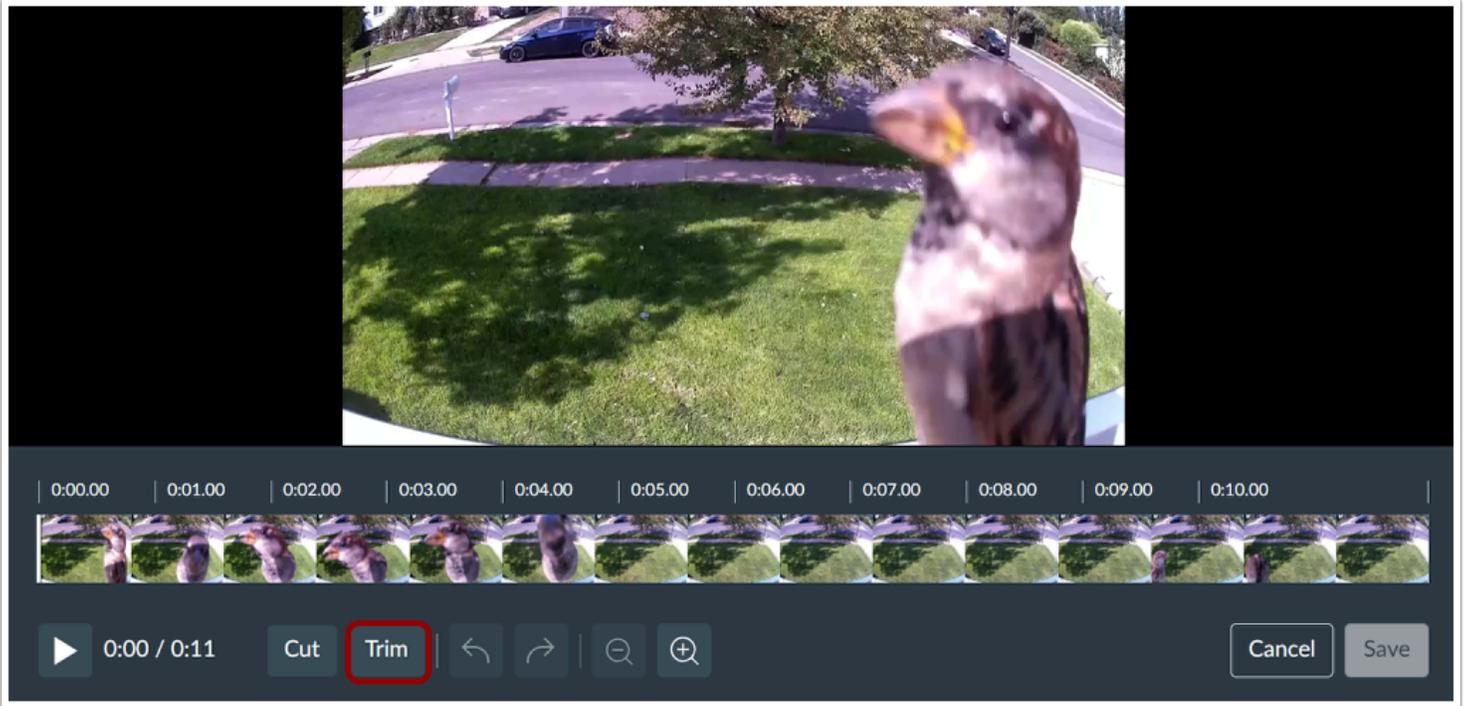
Open Media Editor



In the My Library page, locate the media and click the **Options** icon [1]. Then click the **Edit Media** link [2].

Note: To edit media that has been shared with you, you must [copy the media to your library](#).

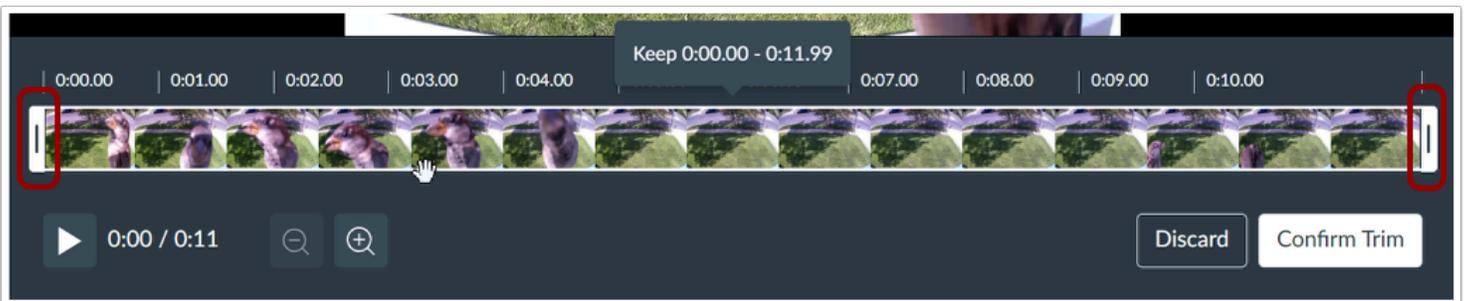
Open Trim Mode



To trim the beginning or the end of the media, click the **Trim** button.

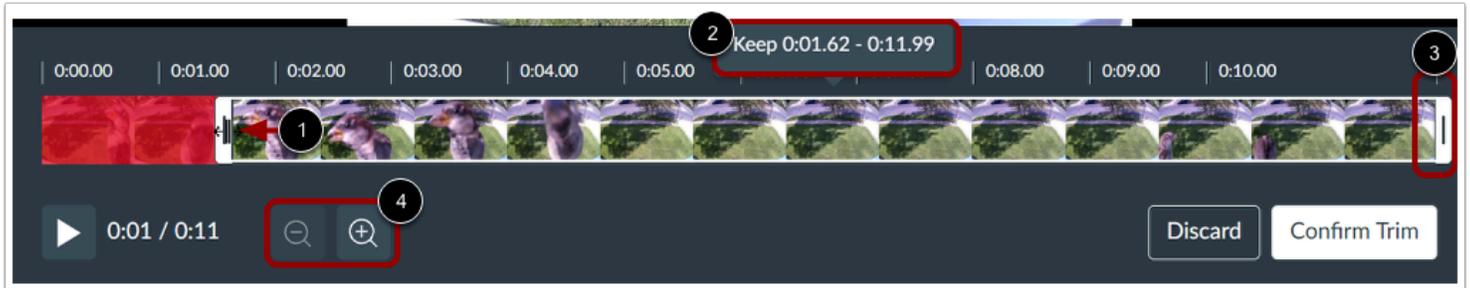
Note: The media timeline will not display frame previews in the video editor on mobile devices.

View Selection Sliders



Selection sliders display at the beginning and at the end of the media timeline.

Drag Selection Sliders



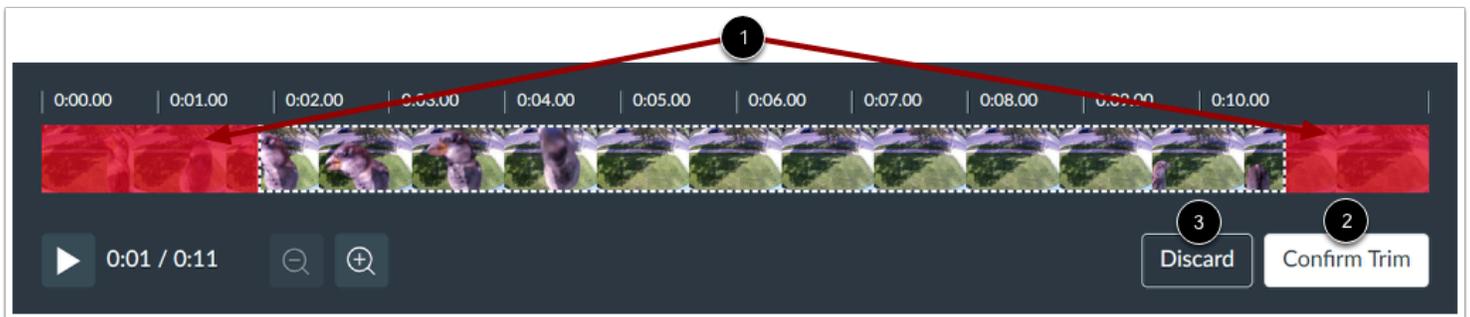
To select part of the media to remove at the beginning, click the left selection slider and drag to a location on the timeline [1]. The portion of the timeline selected for trimming becomes red and shaded.

As you drag the selection slider, Studio displays beginning and ending timestamps for the media selection you are keeping [2].

Repeat the selection process at the end of the timeline using the right selection slider [3].

Note: To zoom in or out on the timeline, click the **Zoom** buttons [4].

Confirm or Discard Trim

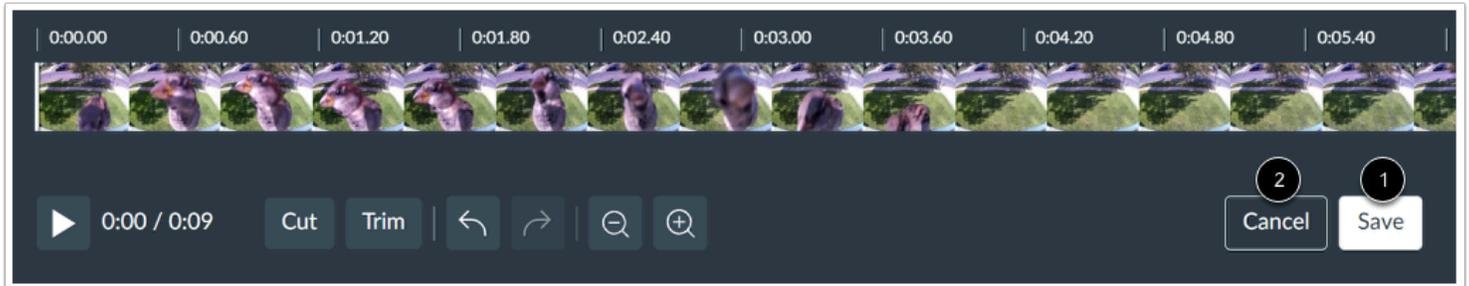


View the selections that will be removed from the timeline [1].

To trim the media and end trim mode, click the **Confirm Trim** button [2].

To discard the trim selections and end trim mode, click the **Discard** button [3].

Save or Discard Trimmed Media

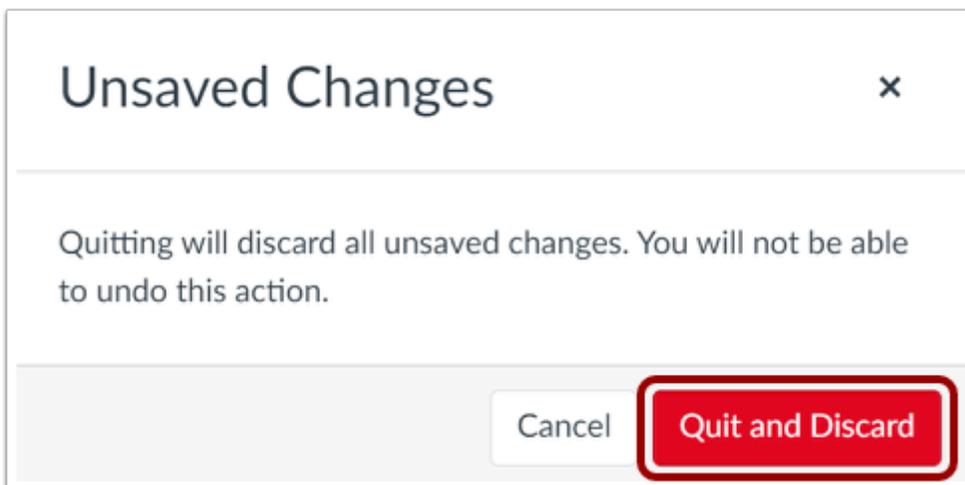


You can continue editing the media, save, or discard.

To save the media either as a copy or to replace the original, click the **Save** button [1].

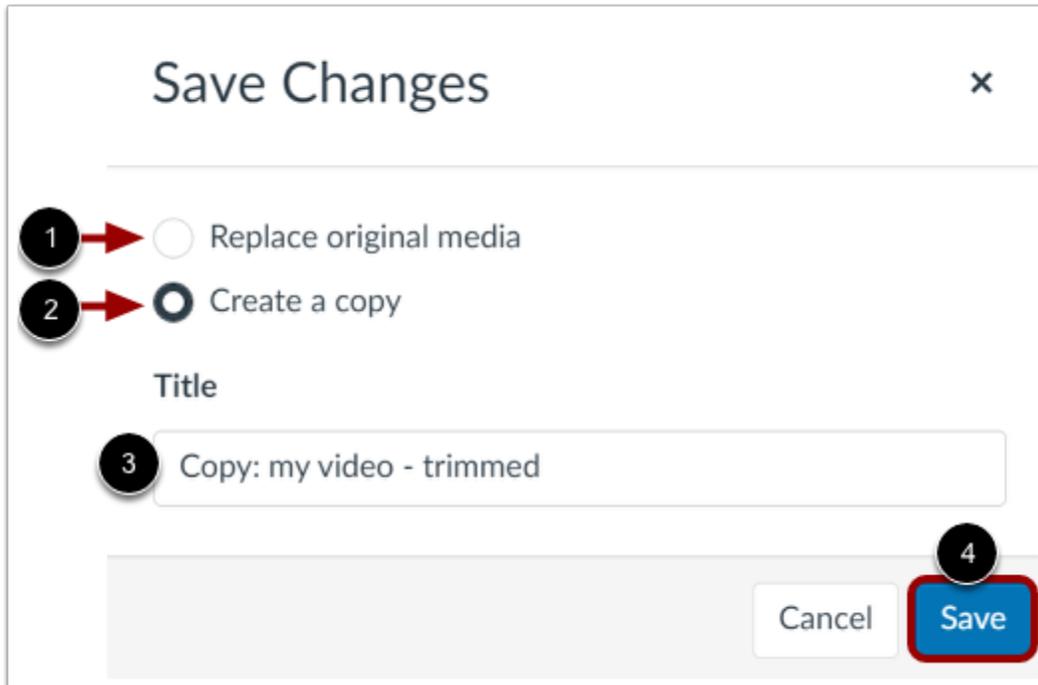
To discard all edits and return to the media library, click the **Cancel** button [2].

Confirm Discard



To discard all edits and return to the media library, click the **Quit and Discard** button.

Save Changes



In the Save Changes window, you can replace the original media file or create a copy.

To replace the original media file with the edited media, click the **Replace original media** radio button [1].

To create an edited copy of the original media, click the **Create a copy** radio button [2]. By default, the title of the trimmed copy is *Copy: [original title]*. To edit the title for the copy, enter a new title in the **Title** field [3].

To save changes and return to the My Library page, click the **Save** button [4].

Note: If you create a copy of a media file you have shared with other users or groups, the copy is not automatically shared.

How do I share media with a user in Canvas Studio?

You can share your Studio media files with individual users and with your [Studio groups](#). When you share your media, you can choose to allow others to view or edit the media. Shared media displays in the [Shared Library](#) page. You can change or remove sharing permissions for media at any time.

If you allow a user to view a media file, they can view the media, access the embed code and public sharing link, and share the media with others.

If you allow a user to edit a media file, they have most permissions allowed as if they originally uploaded the media file, including deleting the media, editing the media details (title, description, tags), adding comments, downloading, copying, sharing the media, and viewing analytic insights. However, users to whom you share the media can only [cut](#) or [trim](#) the media content if they first copy the media to their library.

This lesson shows you how to share media directly from the My Library page. However, you can also share media when [viewing a video](#).

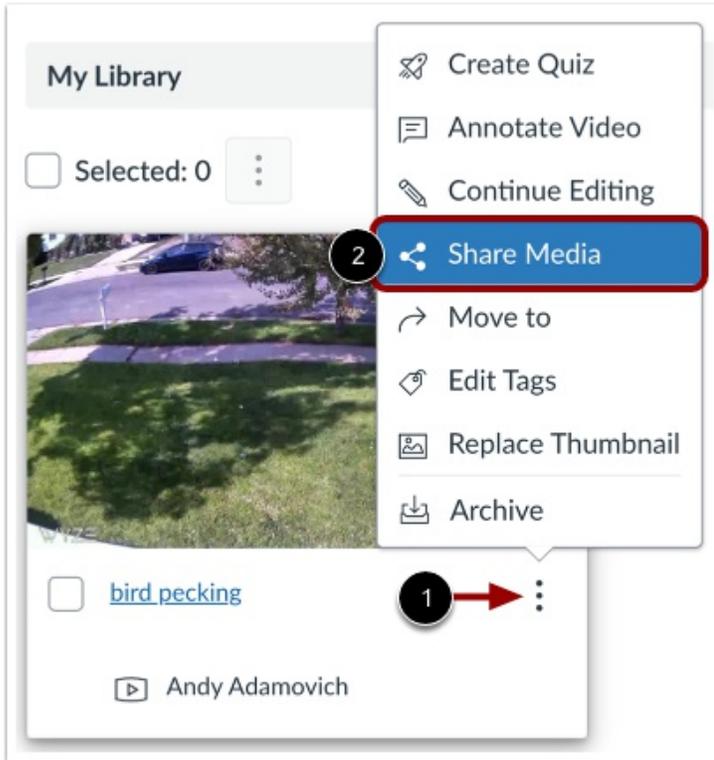
Canvas Studio Media Sharing Rules:

- Students can share media with Canvas Studio groups they are members of, all instructors, TAs, instructional designers, and admins at their institution. They can also share media with any verified Canvas Studio user enrolled in their same course(s).
- Instructors, TAs, and instructional designers can share media with Canvas Studio groups they are members of, all other instructors, TAs, instructional designers, and admins at their institution. They can also share media with verified Canvas Studio users enrolled in their courses.
- Admins can share Canvas Studio media with Canvas Studio groups they are members of and all users at the institution.

Notes:

- You can only share media with verified Canvas Studio users. A user is verified when they view embedded Studio media in a Canvas course in which they are enrolled.
- To share a media file to all members in a course, section, or group at one time, you can create or ask an admin to [create a Canvas Studio group](#). You can also share a video or audio file to multiple individuals at one time.
- Any quizzes added to a video are not included when the video is shared.
- Studio content cannot be shared to or imported from Commons.

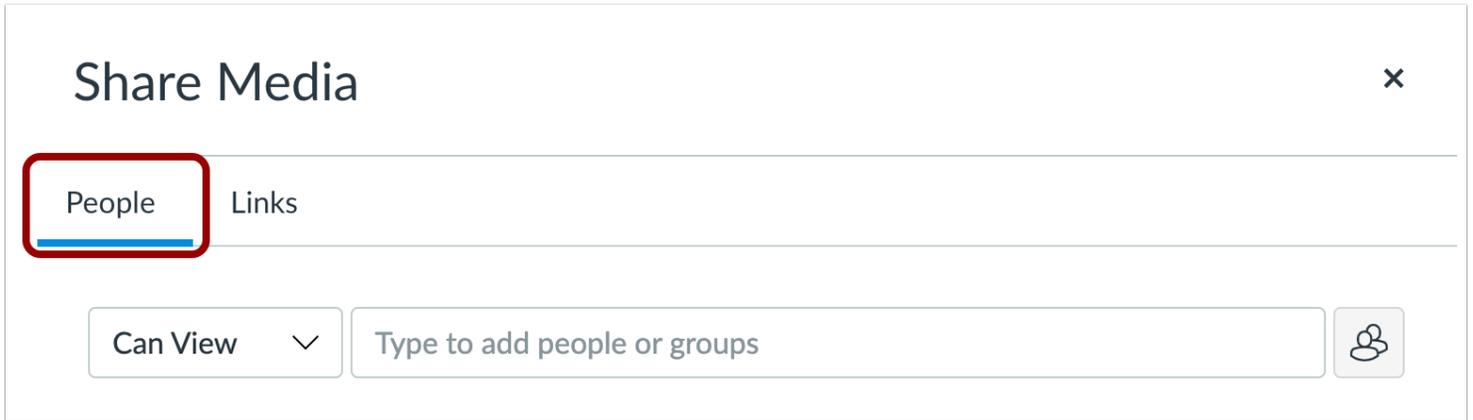
Open Share Media



On the My Library page, locate the media and click the **Options** icon [1]. Then click the **Share Media** link [2].

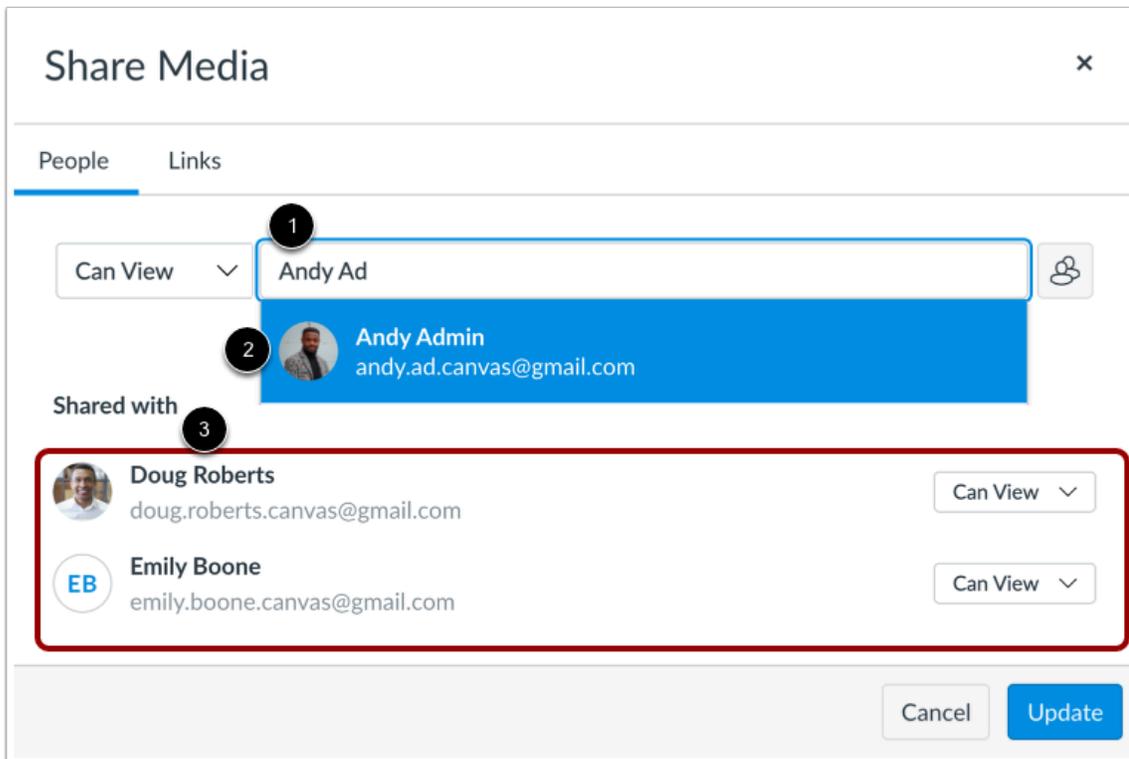
Note: You can also share media from the [Studio Media Player Options](#) menu.

Share Media



The Share Media page displays the **People** tab.

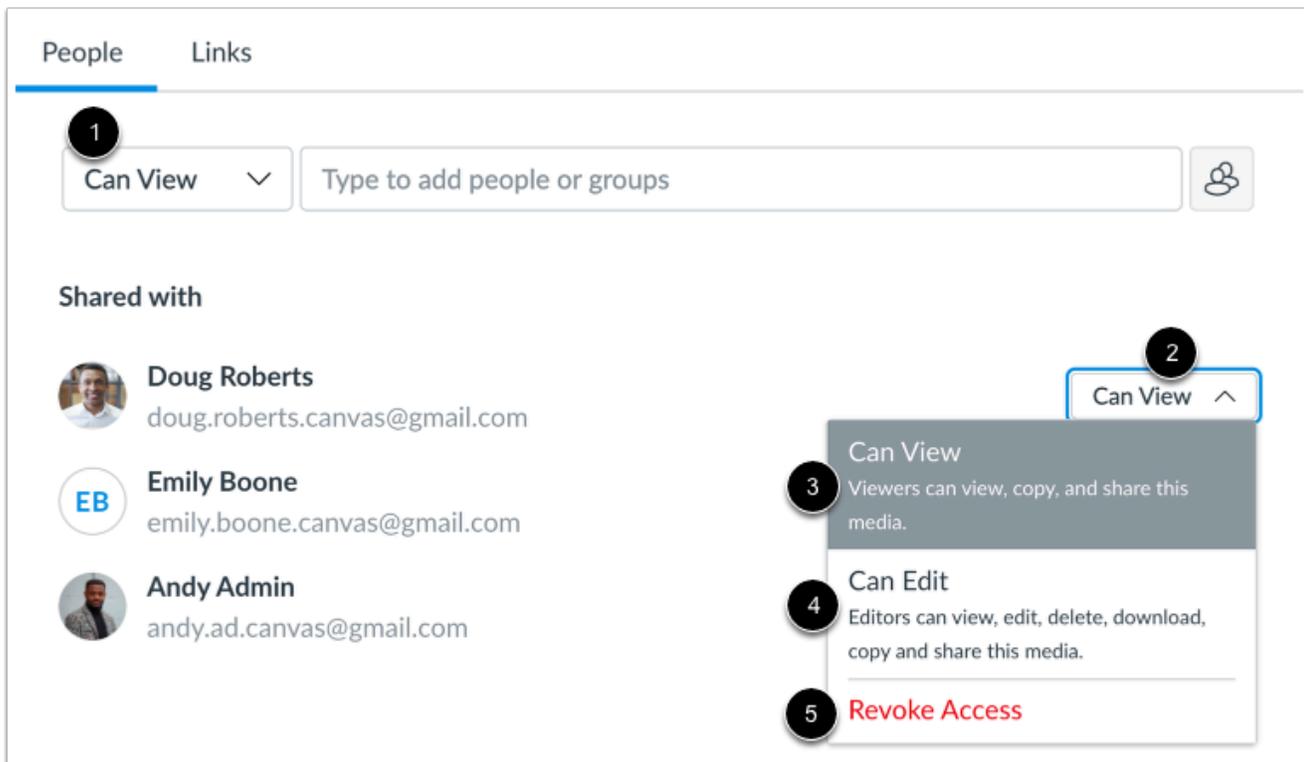
Add People



To share the media, enter user's name or email in the **Type to add people or groups** field [1], then click the user's name [2]. You can repeat this process to add as many users as necessary. You can also [share media with your Studio groups](#).

Added users display in the **Shared with** section [3].

Manage Media Access



The screenshot shows the 'People' tab of the sharing interface. At the top, there are two tabs: 'People' (selected) and 'Links'. Below the tabs is a sharing dropdown menu with a 'Can View' option and a search field labeled 'Type to add people or groups'. Below this is the 'Shared with' section, which lists three users: Doug Roberts, Emily Boone, and Andy Admin. Each user has a 'Can View' access level. A tooltip is shown over the 'Can View' dropdown for Doug Roberts, listing three options: 'Can View' (viewers can view, copy, and share), 'Can Edit' (editors can view, edit, delete, download, copy, and share), and 'Revoke Access'.

By default, Studio allows others to view your shared media. However, you can allow others to edit your shared media.

To manage shared access when sharing your media, click the **Sharing Access** drop-down menu [1].

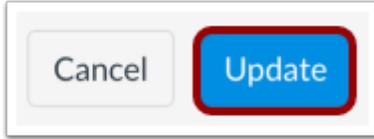
Alternatively, you can manage shared access for individual users. In the Shared with section, click the user's **Sharing Access** drop-down menu [2].

To allow another user to view, copy, and share the media, select the **Can View** option [3].

To allow another user to view, edit media details (title, description, tags), add comments, delete, download, copy, and share the media, select the **Can Edit** option [4].

To remove a user's shared access, click the **Revoke Access** option [5].

Update Shared Media



To share the media with the selected users, click the **Update** button.

How do I share media with a group in Canvas Studio?

You can share your Studio media files with [individual users](#) and with your Studio groups. When you share your media, you can choose to allow others to view or edit the media. Shared media displays in the [Shared Library](#) page. You can change or remove sharing permissions for media at any time.

If you allow a group to view a media file, they can view the media, access the embed code and public sharing link, and share the media with others.

If you allow a group to edit a media file, they have most permissions allowed as if they originally uploaded the media file, including deleting the media, editing media details (title, description, tags), adding comments, downloading, copying, sharing the media, and viewing analytic insights. However, users to whom you share the media can only [cut](#) or [trim](#) the media content if they first copy the media to their library.

This lesson shows you how to share media directly from the My Library page. However, you can also share media when [viewing a video](#).

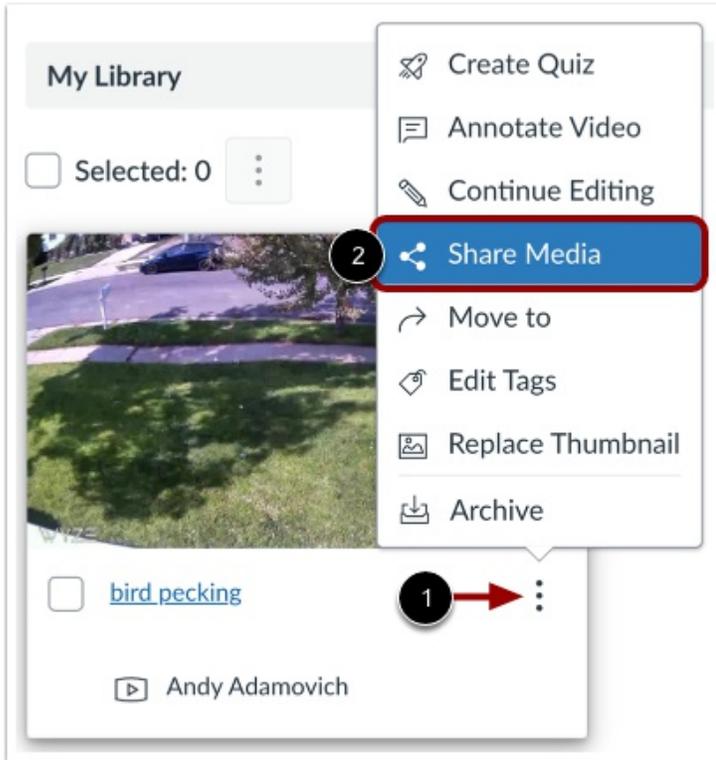
Canvas Studio Media Sharing Rules:

- Students can share media with Canvas Studio groups they are members of, all instructors, TAs, instructional designers, and admins at their institution. They can also share media with any verified Canvas Studio user enrolled in their same course(s).
- Instructors, TAs, and instructional designers can share media with Canvas Studio groups they are members of, all other instructors, TAs, instructional designers, and admins at their institution. They can also share media with verified Canvas Studio users enrolled in their courses.
- Admins can share Canvas Studio media with Canvas Studio groups they are members of and all users at the institution.

Notes:

- You can only share media with verified Canvas Studio users. A user is verified when they view embedded Studio media in a Canvas course in which they are enrolled.
- To share a media file to all members in a course, section, or group at one time, you can create or ask an admin to [create a Canvas Studio group](#). You can also share a video or audio file to multiple individuals at one time.
- Any quizzes added to a video are not included when the video is shared.
- Studio content cannot be shared to or imported from Commons.

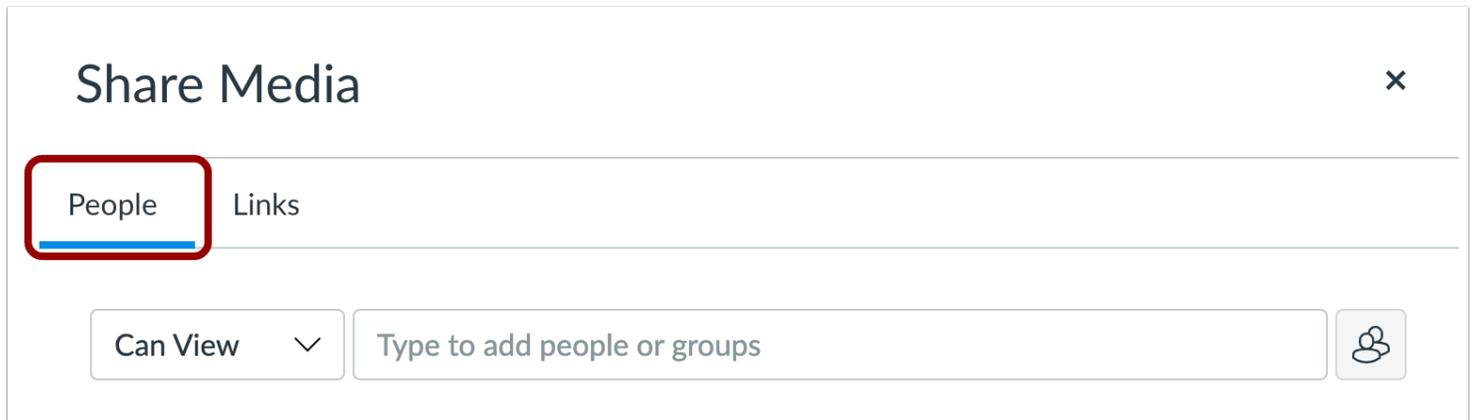
Open Share Media



On the My Library page, locate the media and click the **Options** icon [1]. Then click the **Share Media** link [2].

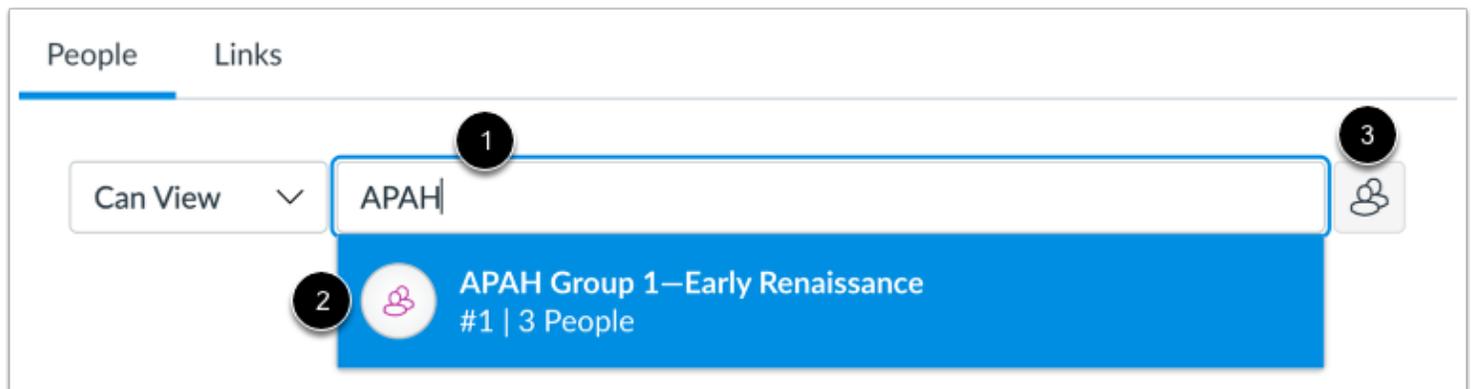
Note: You can also share media from the [Studio Media Player Options](#) menu.

Share Media



The Share Media page displays the **People** tab.

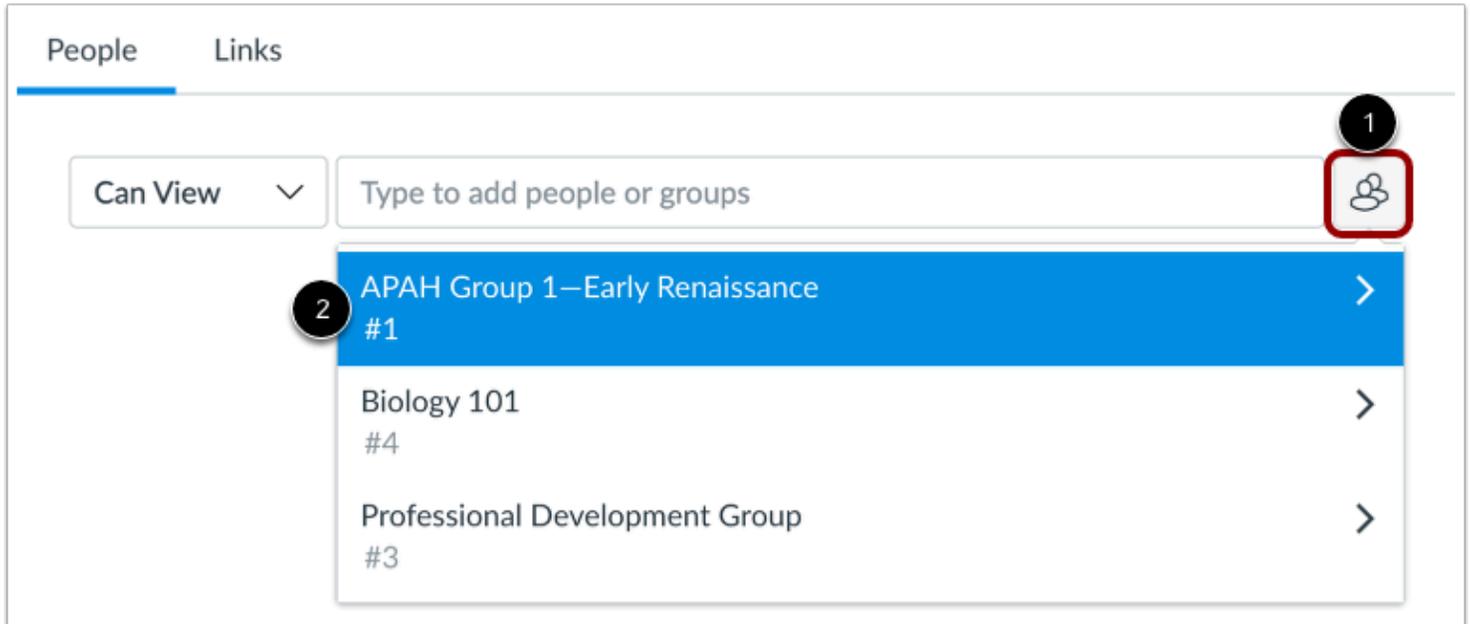
Add Groups



To share the media with a group, enter the group name or ID number in the **Type to add people or groups** field [1]. Then select the group name [2].

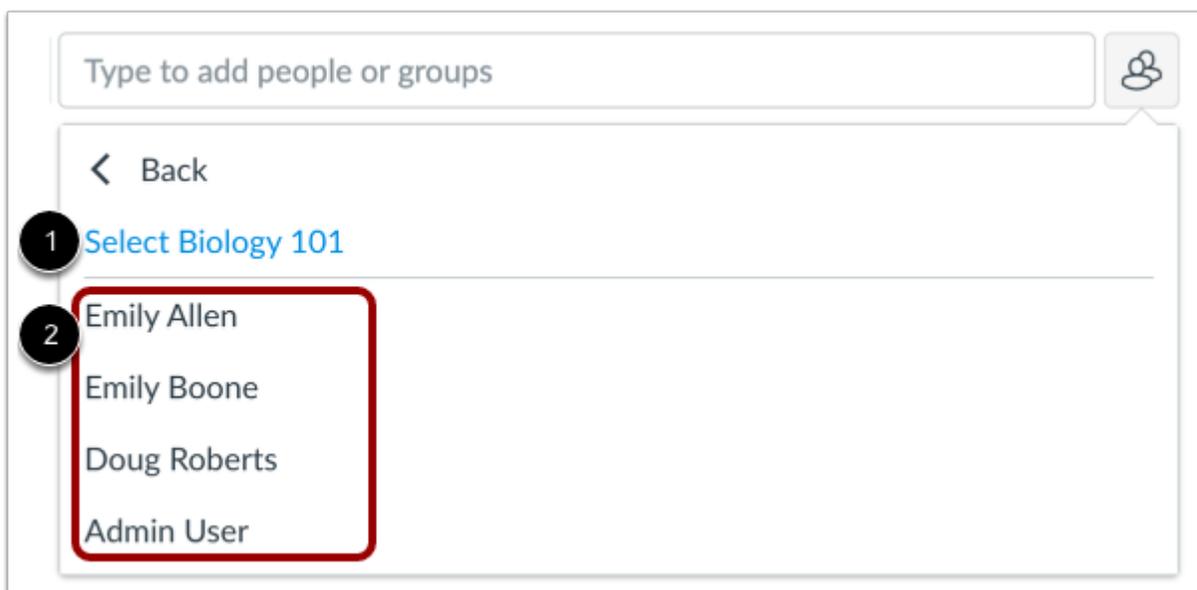
Alternatively, you can add groups or specific group members from the **Groups** icon [3].

View Group Members



To add individual members from one of your groups, click the **Groups** icon [1]. Then click a group name link [2].

Select Group Members



In the group list, you can share with the group [1], or you can click a user name to share with individual users in the group [2].

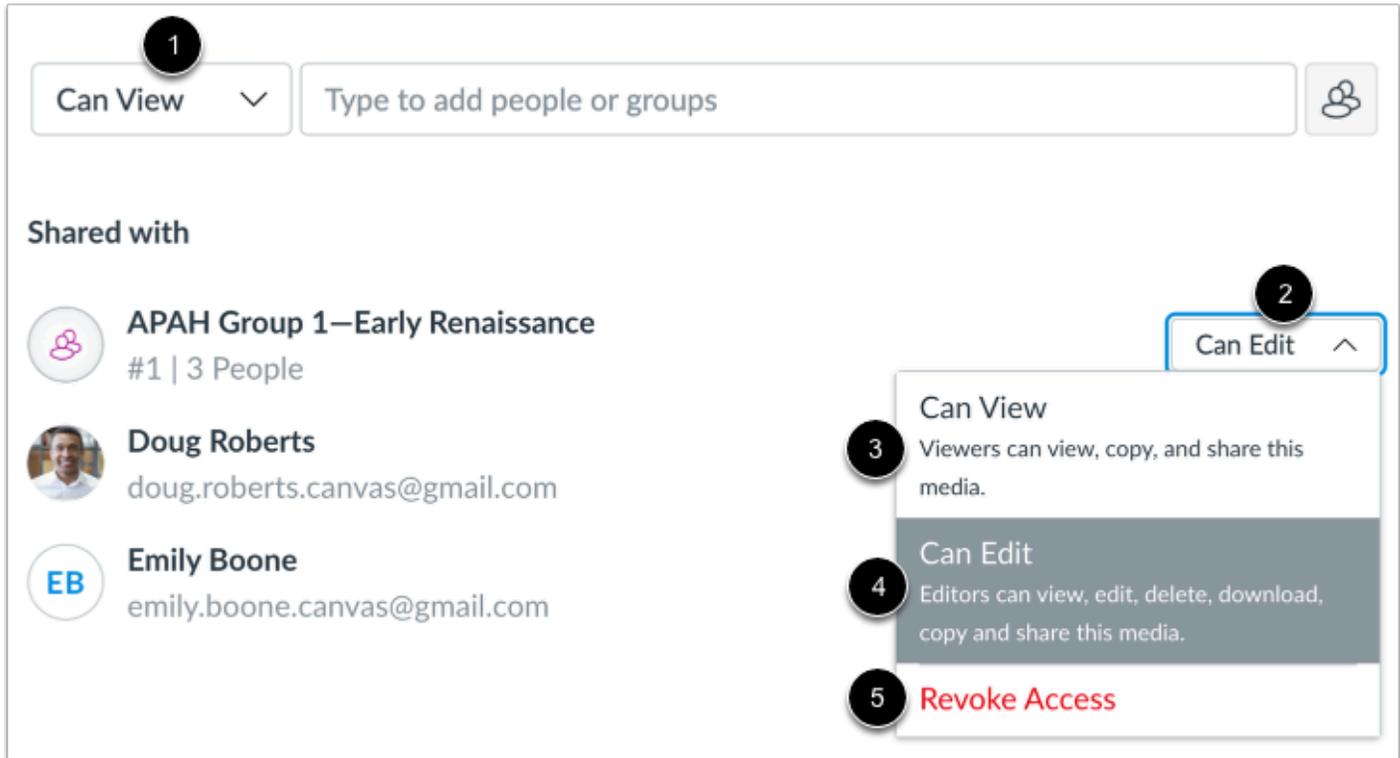
View Shared List

Shared with

-  **APAH Group 1—Early Renaissance**
#1 | 3 People Can Edit ▾
-  **Doug Roberts**
doug.roberts.canvas@gmail.com Can View ▾
-  **Emily Boone**
emily.boone.canvas@gmail.com Can View ▾

View the added groups and individuals in the **Shared with** list.

Manage Media Access



The screenshot shows the 'Shared with' section of a Canvas media page. At the top, a dropdown menu labeled 'Can View' is highlighted with a circled '1'. Below it, a search bar says 'Type to add people or groups'. The 'Shared with' list includes three entries: 'APAH Group 1—Early Renaissance' (3 people), 'Doug Roberts' (doug.roberts.canvas@gmail.com), and 'Emily Boone' (emily.boone.canvas@gmail.com). A 'Can Edit' dropdown menu is highlighted with a circled '2'. A tooltip for the 'Can Edit' option is shown, listing three choices: 'Can View' (viewers can view, copy, and share), 'Can Edit' (editors can view, edit, delete, download, copy, and share), and 'Revoke Access' (highlighted in red). The 'Can View' option is circled with a '3', 'Can Edit' with a '4', and 'Revoke Access' with a '5'.

By default, Studio allows others to view your shared media. However, you can allow others to edit your shared media.

To manage shared access when sharing your media, click the **Sharing Access** drop-down menu [1].

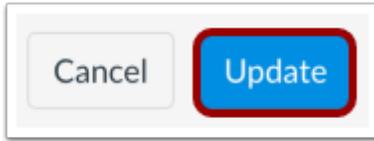
Alternatively, you can manage shared access for individual users. In the Shared with section, click the user's **Sharing Access** drop-down menu [2].

To allow another user to view, copy, and share the media, select the **Can View** option [3].

To allow another user to view, edit media details (title, description, tags), add comments, delete, download, copy, and share the media, select the **Can Edit** option [4].

To remove a user's shared access, click the **Revoke Access** option [5].

Update Shared Media



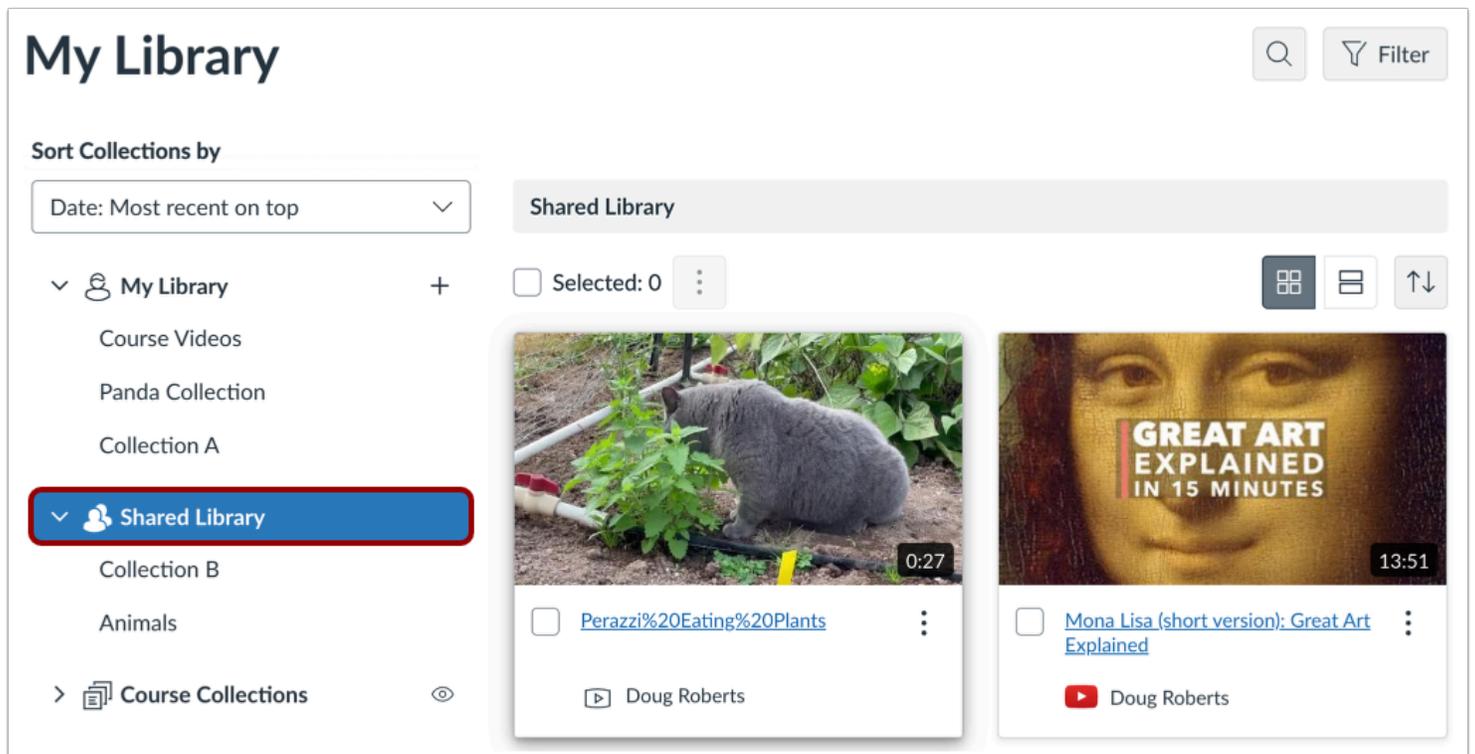
To share the media with the selected users, click the **Update** button.

How do I view and manage media files shared with me and others in Canvas Studio?

You can view media shared with you in your Shared Library. If media is shared with you, you can view the list of groups and individuals with whom the media is also shared, [share the media](#), or manage your shared access, including removing your own access. If you added the media to Studio, or if you can edit a media file that is shared with you, you can also manage shared access for all others with whom the file is shared.

If media is shared with you, you can also create a copy of it in your own library.

Open Shared Library



My Library Search Filter

Sort Collections by
Date: Most recent on top

Shared Library

Selected: 0

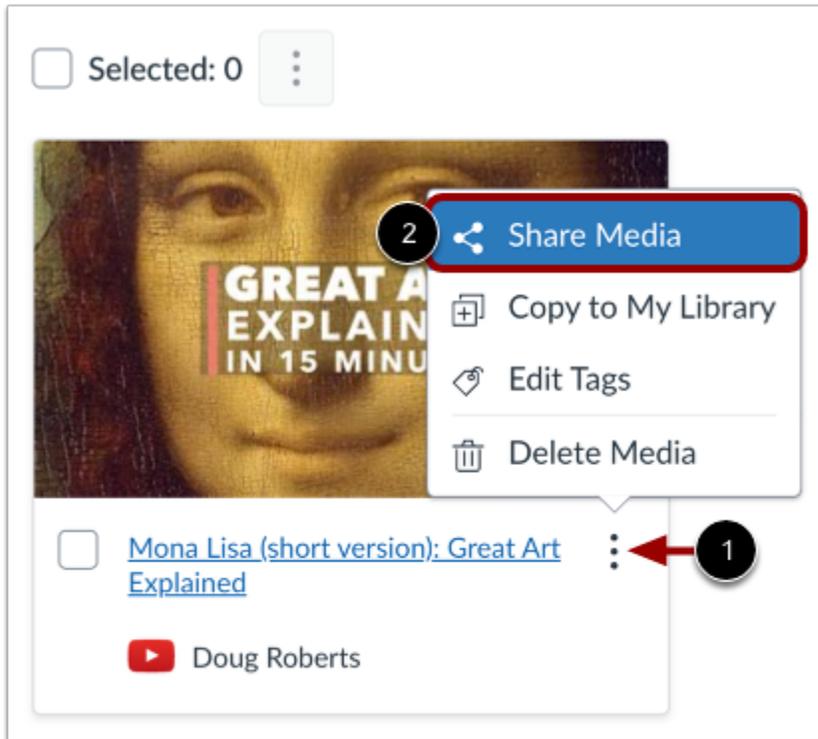
- My Library
 - Course Videos
 - Panda Collection
 - Collection A
 - Shared Library**
 - Collection B
 - Animals
- Course Collections

Perazzi%20Eating%20Plants (0:27) by Doug Roberts

Mona Lisa (short version): Great Art Explained (13:51) by Doug Roberts

Click the **Shared Library** drop-down menu.

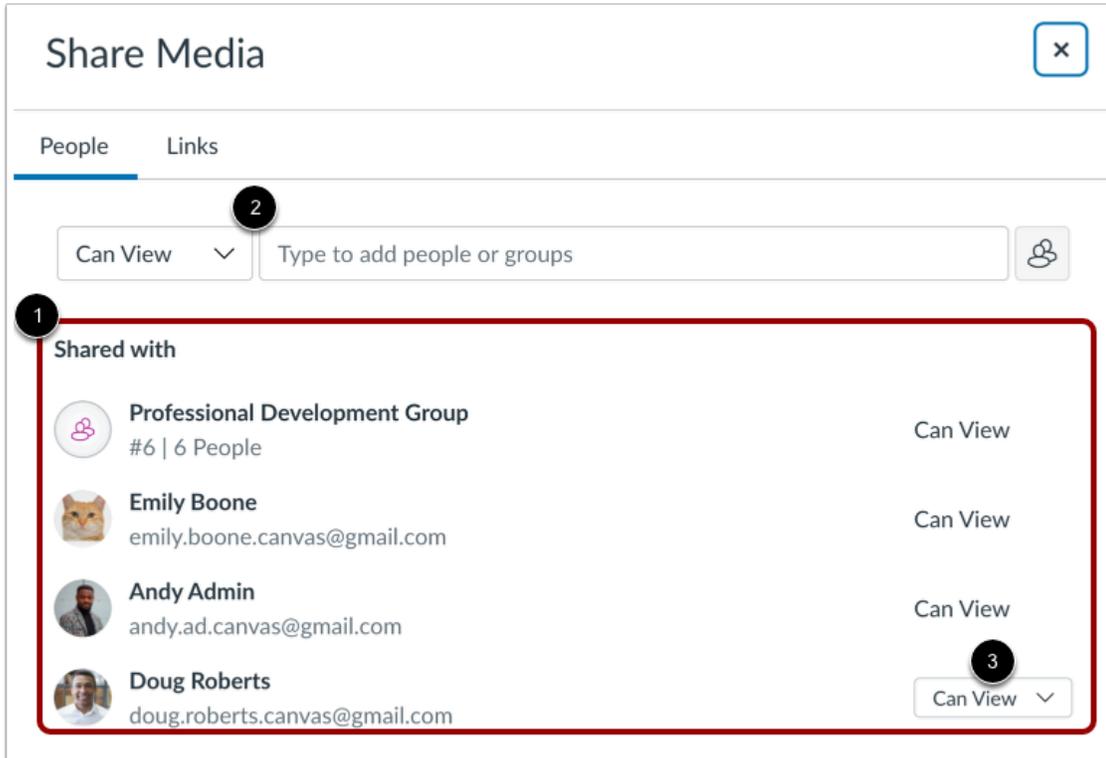
Open Share Media



On the Shared Library page, locate the media and click the **Options** icon [1]. Then click the **Share Media** link [2].

Note: You can also share media from [your library](#) and in the [Studio Media Player Options](#) menu.

View Shared With List



Share Media ✕

People Links

Can View ▼ Type to add people or groups 👤

1 Shared with

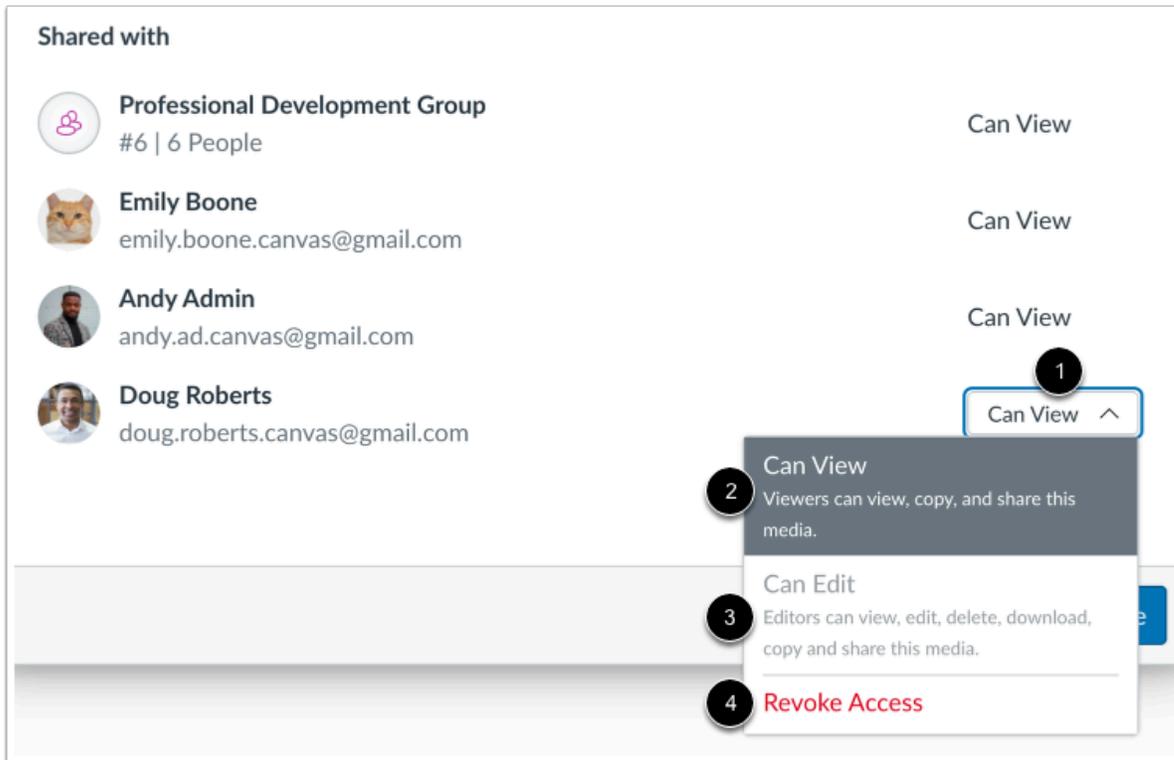
-  **Professional Development Group**
#6 | 6 People Can View
-  **Emily Boone**
emily.boone.canvas@gmail.com Can View
-  **Andy Admin**
andy.ad.canvas@gmail.com Can View
-  **Doug Roberts**
doug.roberts.canvas@gmail.com **3** Can View ▼

View the groups and individuals with whom the media is shared in the **Shared with** list [1].

You can also share the media with other [users](#) and [groups](#) [2].

Note: If the media is shared to you with **Can View** access only [3], you can share the media with other users and groups. However, you can only share it with Can View access.

Manage Media Access



Shared with

- Professional Development Group**
#6 | 6 People
Can View
- Emily Boone**
emily.boone.canvas@gmail.com
Can View
- Andy Admin**
andy.ad.canvas@gmail.com
Can View
- Doug Roberts**
doug.roberts.canvas@gmail.com
Can View

Can View ^

Can View
Viewers can view, copy, and share this media.

Can Edit
Editors can view, edit, delete, download, copy and share this media.

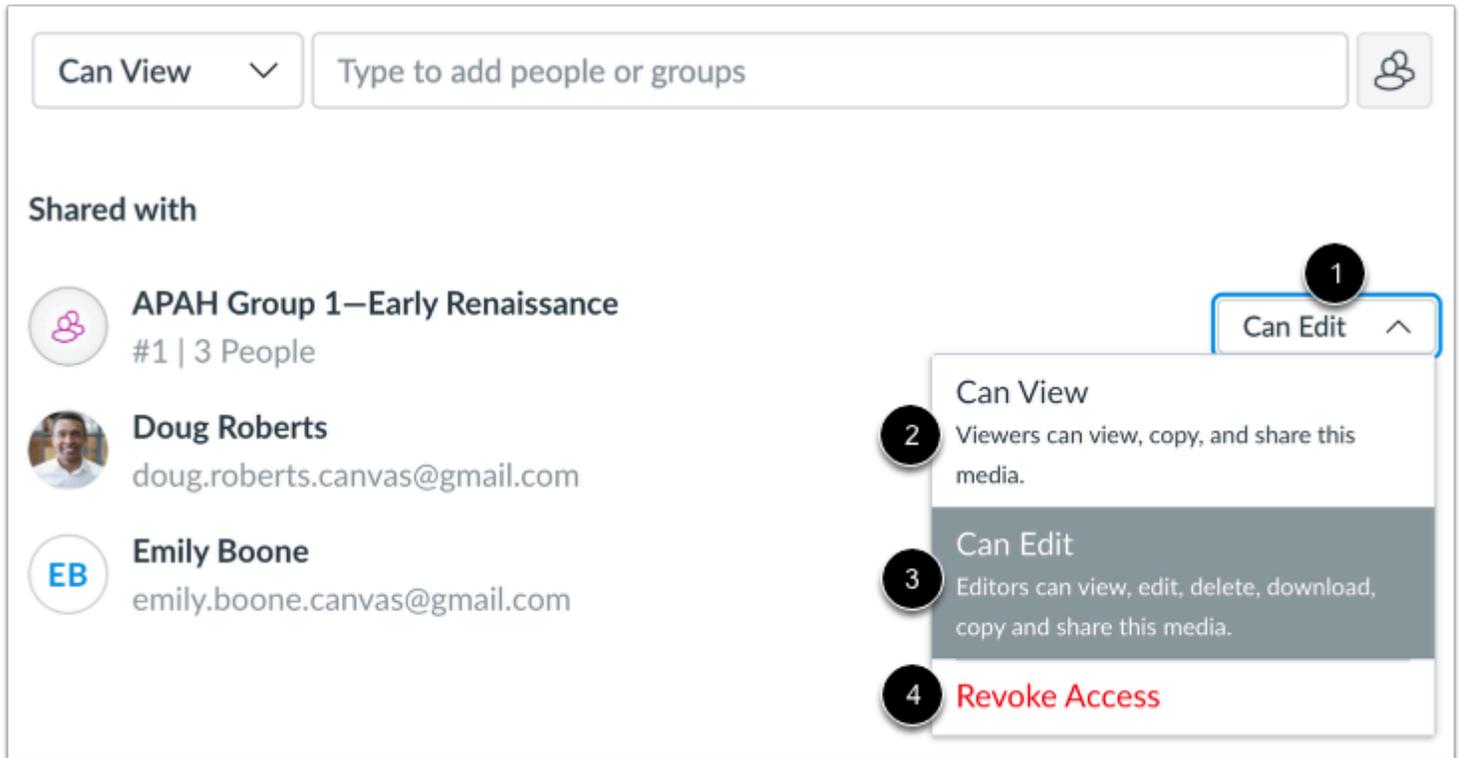
Revoke Access

To manage your own access to the media, click the **Sharing Access** drop-down menu [1].

If the file was shared to you with Can View access [2], you cannot select the **Can Edit** option [3].

To remove your shared access, click the **Revoke Access** option [4].

Manage Others' Media Access



The screenshot shows the 'Shared with' section of the Canvas interface. At the top, there is a 'Can View' dropdown menu and a search bar labeled 'Type to add people or groups'. Below this, a list of users and groups is shown:

- APAH Group 1—Early Renaissance** (#1 | 3 People)
- Doug Roberts** (doug.roberts.canvas@gmail.com)
- Emily Boone** (emily.boone.canvas@gmail.com)

A dropdown menu is open for the 'APAH Group 1—Early Renaissance' entry, showing three options:

- Can Edit** (highlighted in blue)
- Can View** (Viewers can view, copy, and share this media.)
- Can Edit** (Editors can view, edit, delete, download, copy and share this media.)
- Revoke Access** (in red text)

If you added the media to Studio or if it is shared to you with edit access, you can manage others' shared access.

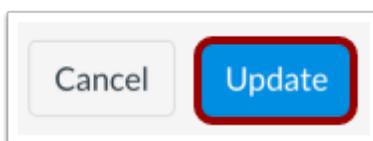
In the Shared with section, locate the user or group in the list. Then click the **Sharing Access** drop-down menu [1].

To allow another user to view, copy, and share the media, select the **Can View** option [2].

To allow another user to view, edit, delete, download, copy, and share the media, select the **Can Edit** option [3].

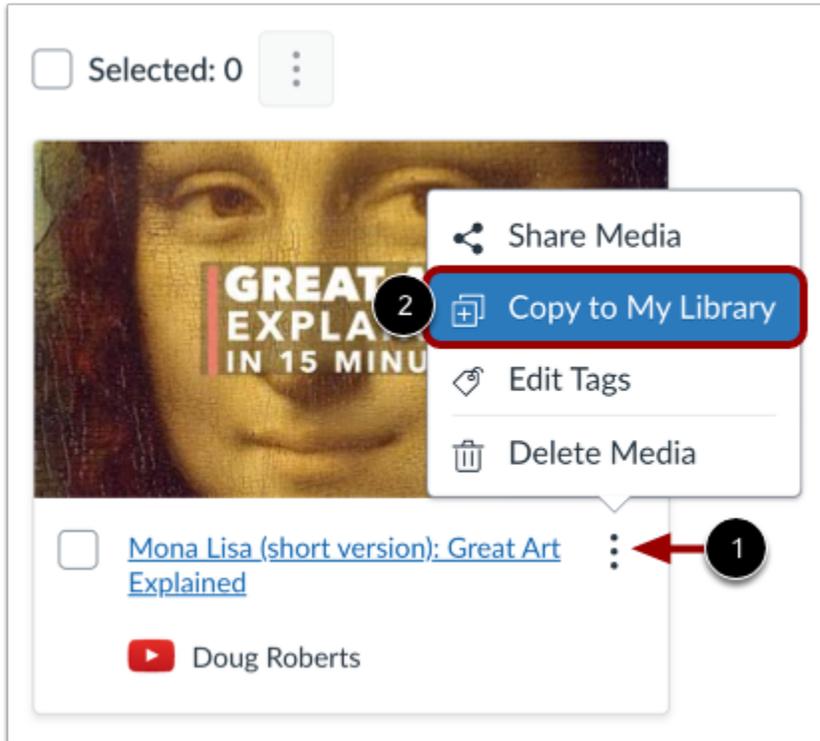
To remove a user's shared access, click the **Revoke Access** option [4].

Update Shared Media



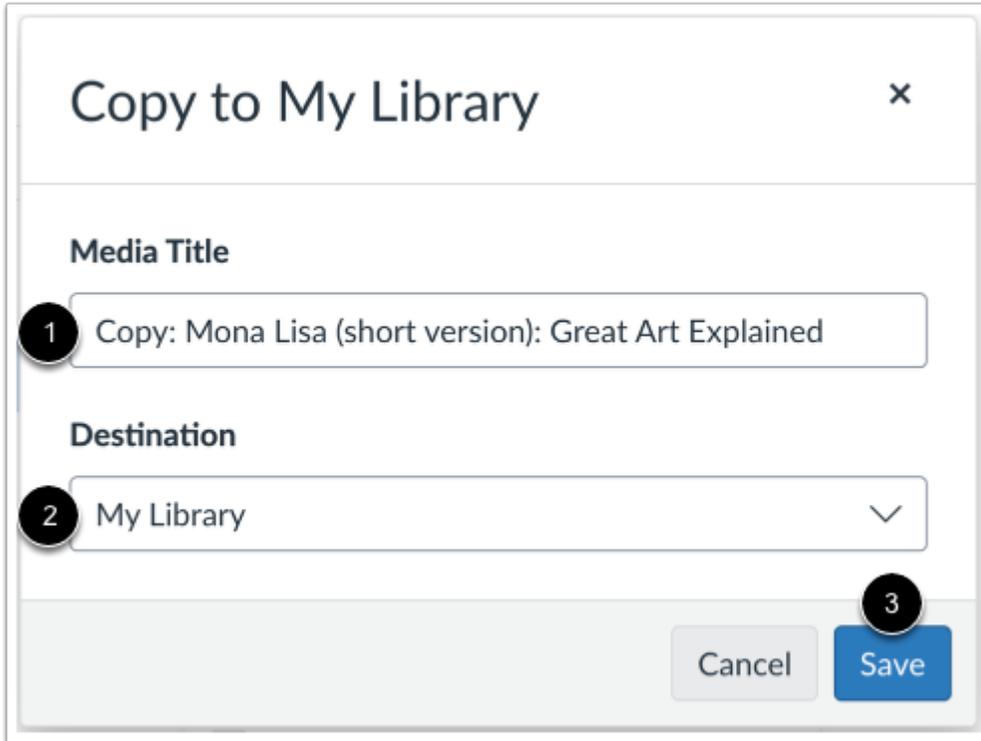
Click the **Update** button.

Create Copy



On the Shared with Me page, you can copy media to your own library. Click the **Options** icon [1], then click the **Copy to My Library** link [2].

Save Copy



Copy to My Library ×

Media Title

1 Copy: Mona Lisa (short version): Great Art Explained

Destination

2 My Library

3 Cancel Save

Enter a title for the media in the **Media Title** field [1].

To specify a location for the copy, click the **Destination** drop-down menu, and select the **My Library** or a course location option [2].

To save the copy, click the **Save** button [3].

How do I get a public link or embed code for media in Canvas Studio?

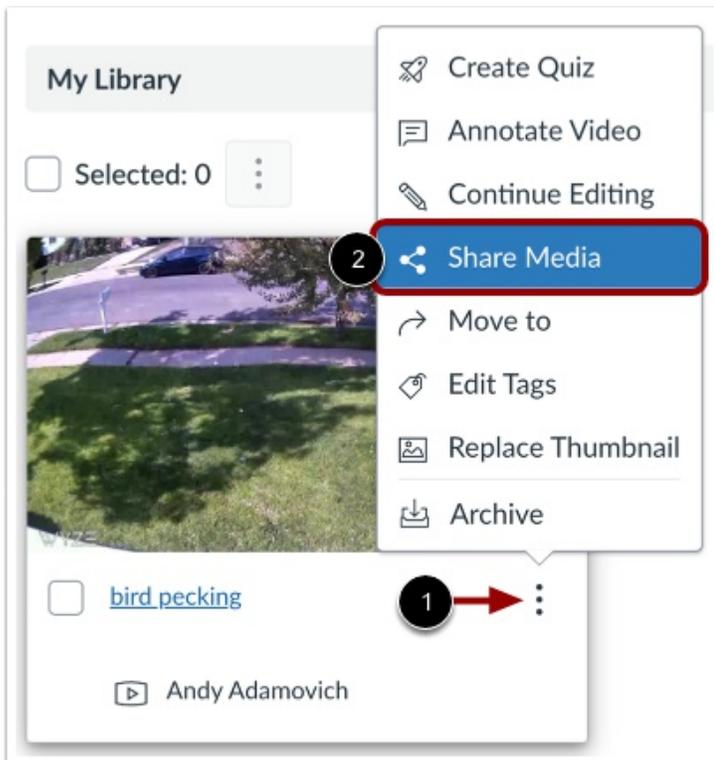
You can create a public link and an embed code for your media, allowing you to show your Studio media in public websites. You can also disable the public link and embed code in order to remove access to the media file.

This lesson shows you how to get a link or embed code directly from the My Library page. However, you can view the link and code when you [play a media file in Canvas Studio](#).

Notes:

- Analytics, annotations, and comments are not available for media viewed via a shared link.
- Viewing public links and embed codes is an account permission. If you are not able to view the Links tab, your institution has restricted this feature to all users except Canvas Studio admins.
- If you want to [include comments when embedding media](#), you need to embed through the Studio LTI tool.

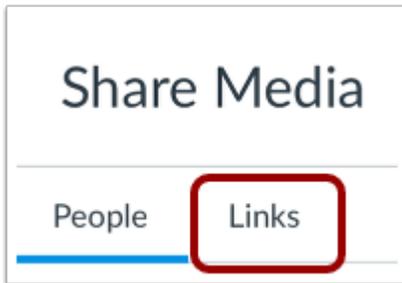
Share Media



In the My Library page, locate the media, click the **Options** icon [1] and then click the **Share Media** link [2].

Note: You can also share media from the [Studio Media Player Options](#) menu.

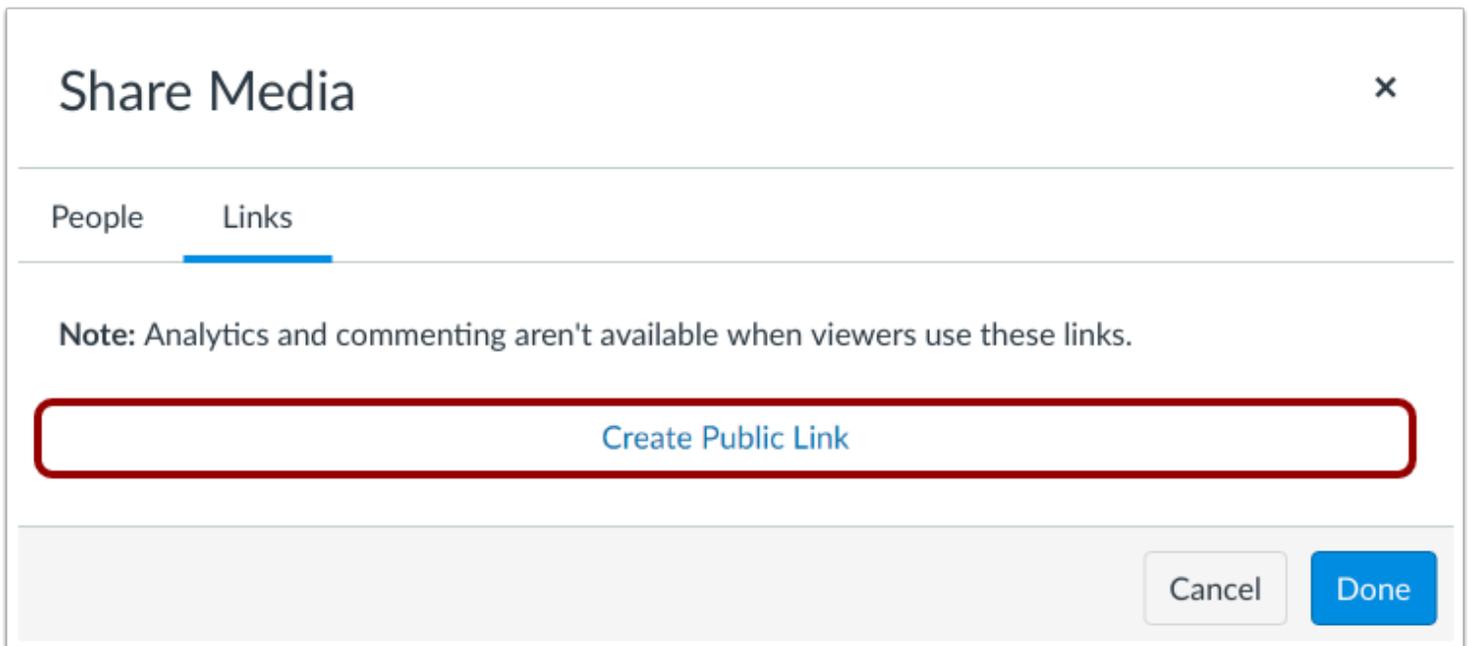
Open Links



In the Share Media modal, click the **Links** tab.

Note: If you are not able to view the Links tab, your institution has restricted this feature to all users except Canvas Studio admins.

Create Public Link



Click the **Create Public Link** button.

Note: If you have previously created a public link for the media, the Create Public Link button does not display.

View Links

Share Media ×

People Links

Note: Analytics and commenting aren't available when viewers use these links.

Link

1 

Embed Code

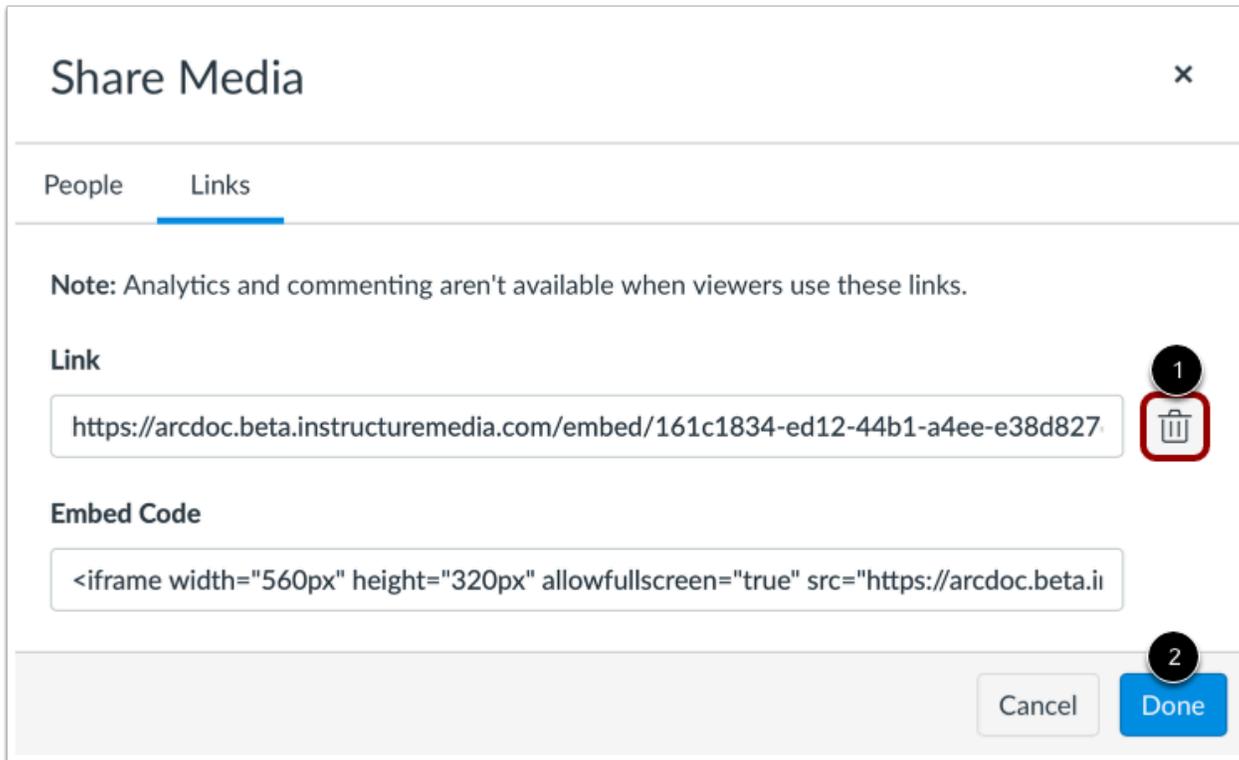
2

View the generated public link and embed code.

To share a public link, copy the public link in the **Link** field [1].

To use an embed code, copy the embed code in the **Embed Code** field [2].

Remove Public Link



Share Media ×

People Links

Note: Analytics and commenting aren't available when viewers use these links.

Link

Embed Code

Cancel Done

To remove and disable a public link, click the **Delete** icon [1], then click the **Done** button [2].

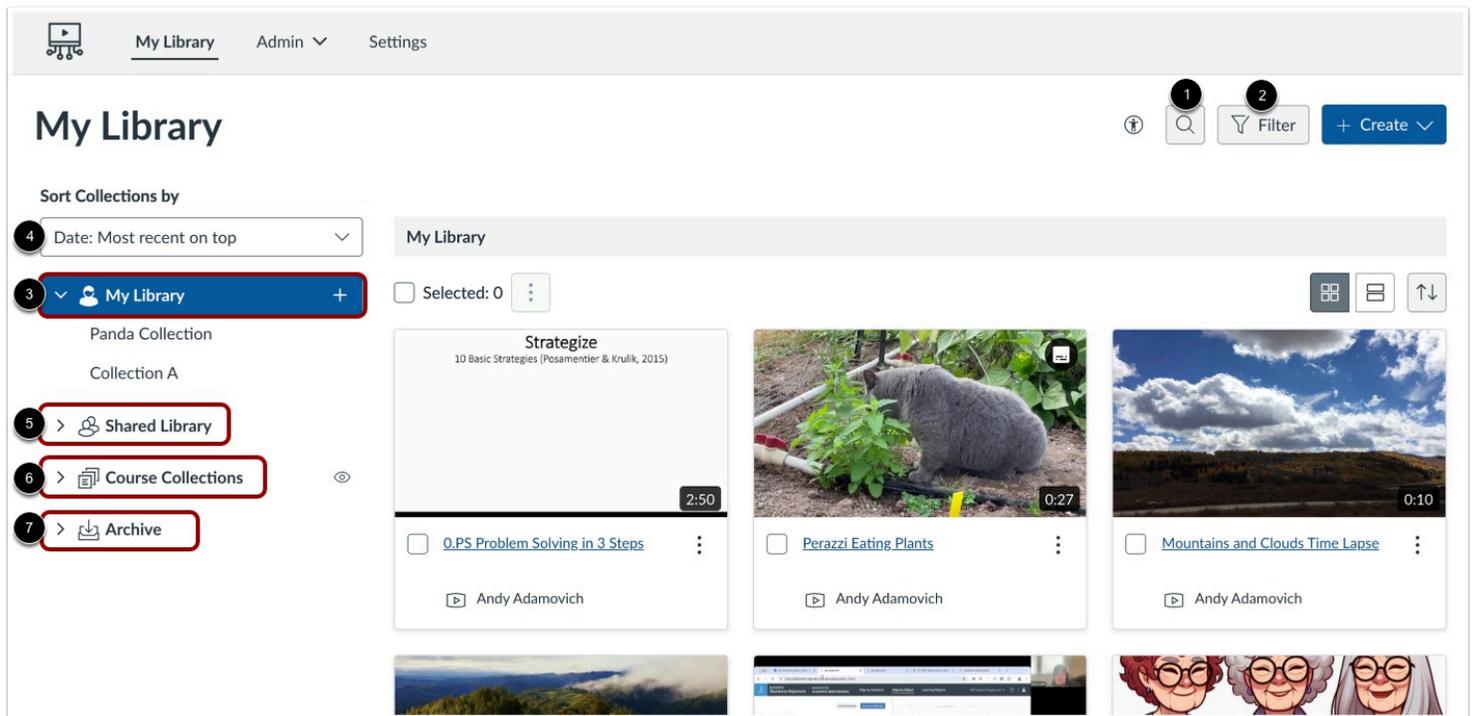
How do I archive and restore media in Canvas Studio?

If necessary, you can archive a video or audio file from Canvas Studio. You can also restore the media file.

Notes:

- Archiving media items removes it from shared libraries and unlinks it from any associated courses.
- Unless users are granted the Allow users to permanently delete archived media items permission, only admins can delete archived media permanently.

Locate Media



[Access Canvas Studio](#) and locate the media you want to delete.

To search for a specific media item, click the **Search** icon [1].

To [apply filters to your search](#), click the **Filter** button [2].

To view and sort media in your library, click the **My Library** drop-down menu [3].

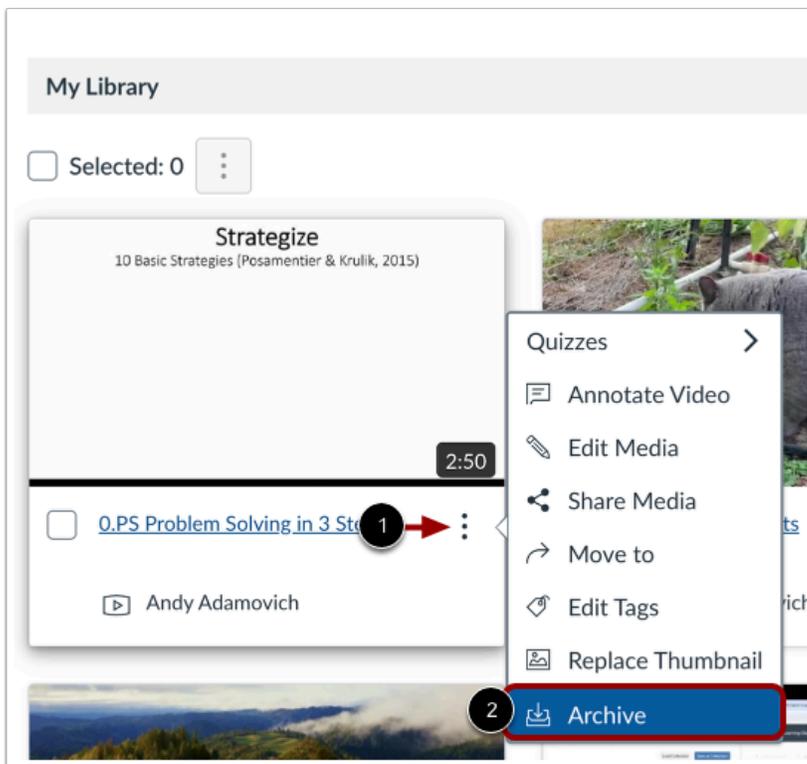
By default, most recently added media displays first. Then, to sort media in your library, click the **Sort Collections by** drop-down menu [4].

To view shared media, click the **Shared Library** drop-down menu [5].

To view media in your course collections, click the **Course Collections** drop-down menu [6].

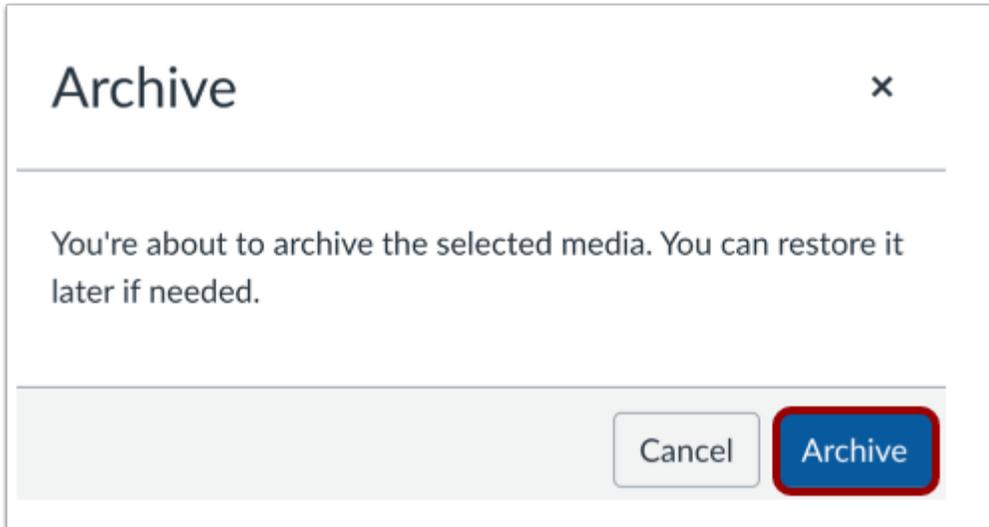
To view media in your archive collection, click the **Archive** collection link [7].

Archive Media



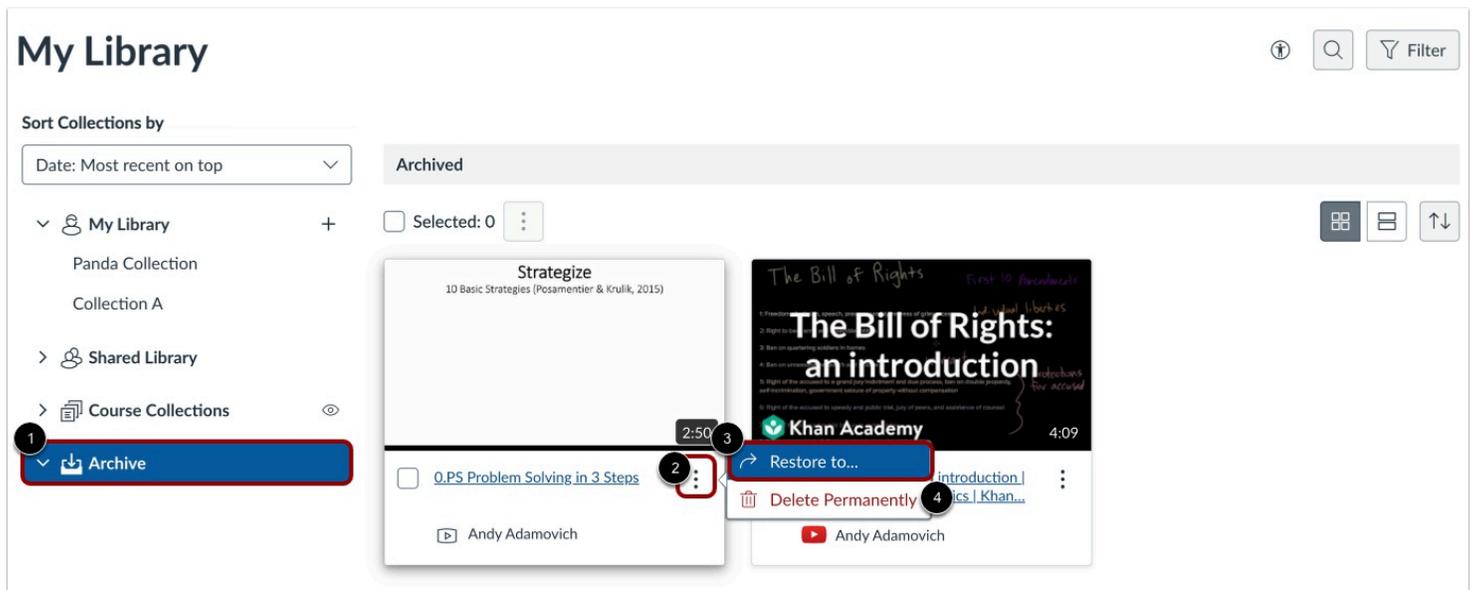
Click the **Options** icon [1]. Then, click the **Archive** link [2].

Confirm Archive



Click the **Archive** button.

Open Archive Collection

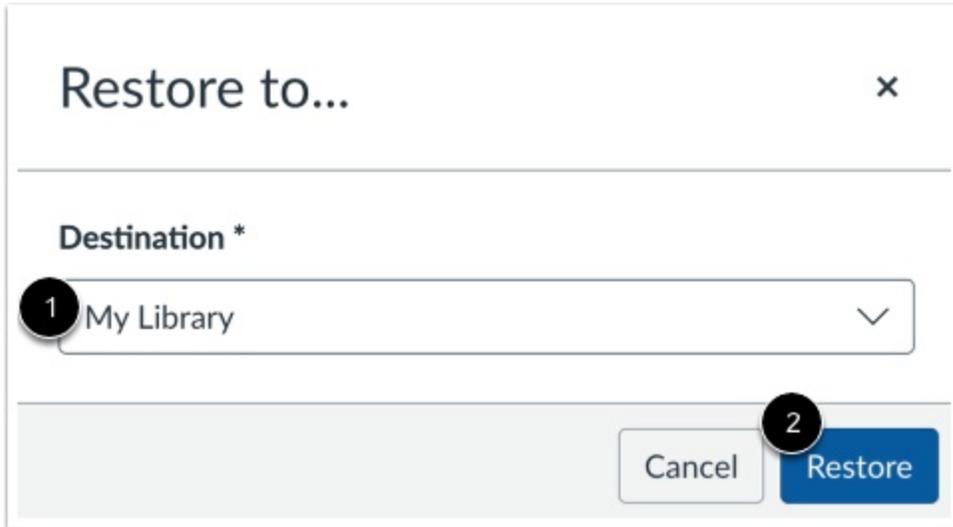


To view archived items, click the **Archive** collection link [1].

Click the **Options** icon [2] and then click the **Restore to...** link [3] or the **Delete Permanently** link [4].

Note: If you do not have the Allow users to permanently delete archived media items permission, permanent deletion is restricted to admins.

Restore Archived Item



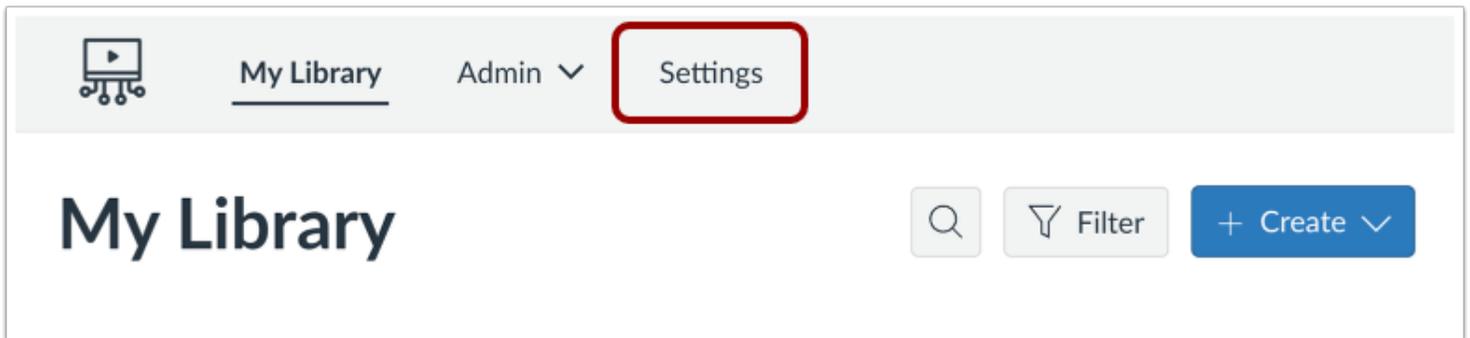
The screenshot shows a dialog box titled "Restore to...". Inside the dialog, there is a section labeled "Destination *" with a dropdown menu currently showing "My Library". At the bottom right of the dialog, there are two buttons: "Cancel" and "Restore". A callout bubble with the number "1" points to the dropdown menu, and another callout bubble with the number "2" points to the "Restore" button.

To restore media, users can select the **Destination** [1] and click the **Restore** button [2]. Restored videos are returned to their original location in the media library, unless a new destination is selected.

How do I authorize Zoom as a conferencing tool in Canvas Studio?

Canvas Studio supports an integration with Zoom that allows Zoom to automatically upload recorded meetings into Studio. If this integration has been configured by your Studio account admin, you can authorize the Studio Zoom integration in your Studio Settings.

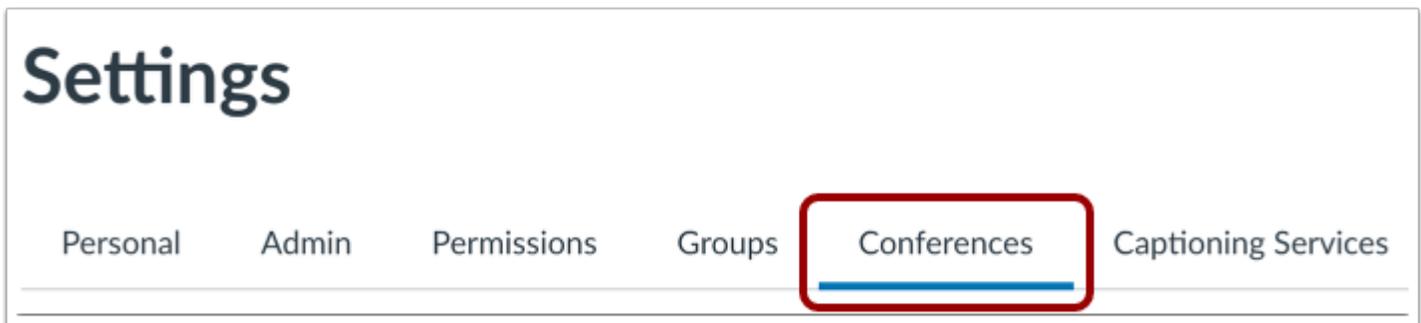
Open Studio Settings



The screenshot shows the top navigation bar of the Canvas Studio interface. On the left is a play button icon. In the center, there are three tabs: "My Library" (underlined), "Admin" (with a dropdown arrow), and "Settings" (highlighted with a red rectangular box). To the right of the "My Library" tab are three buttons: a search icon, a "Filter" button with a funnel icon, and a blue "+ Create" button with a dropdown arrow.

In the Global Navigation menu, click the **Settings** tab.

Open Conferences



The screenshot shows the "Settings" page in Canvas Studio. The word "Settings" is displayed in a large font at the top left. Below it is a horizontal navigation bar with six tabs: "Personal", "Admin", "Permissions", "Groups", "Conferences" (highlighted with a red rectangular box and a blue underline), and "Captioning Services".

Click the **Conferences** tab.

Authorize Zoom

My Recordings

Zoom

Your Zoom recordings can be managed in this section.

Please authenticate to connect your account.

 Edit Zoom Connection  **Zoom User Authorization**

Click the **Zoom User Authorization** link.

Server-to-Server Authorization

Zoom User Authorisation ×

Does your Zoom account email match your Studio email?

Studio email: **admin@instructure.com**

Select the option that corresponds to a match between your Studio and Zoom account email addresses.

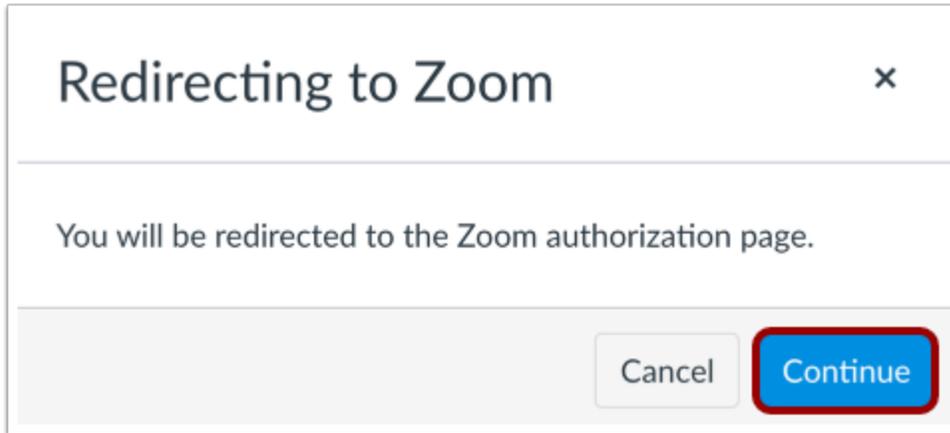
Notes:

- If your email addresses match and a user with that email exists on Zoom, the process is complete

- If your email addresses do not match, you will be prompted to enter your Zoom email address. A verification email will be sent to you. Once you click the link in the email, your Zoom account will be linked.

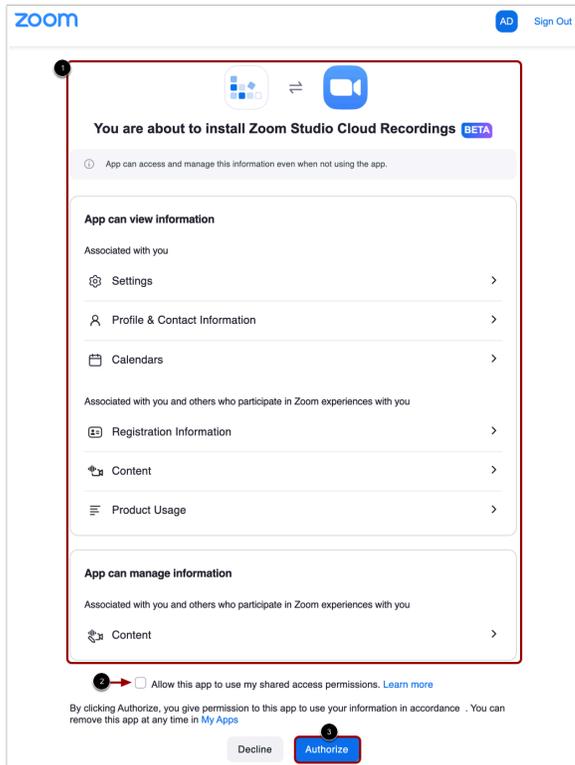
To authorize Zoom, click the **Yes** button.

User Authorization [Legacy]



Click the **Continue** button.

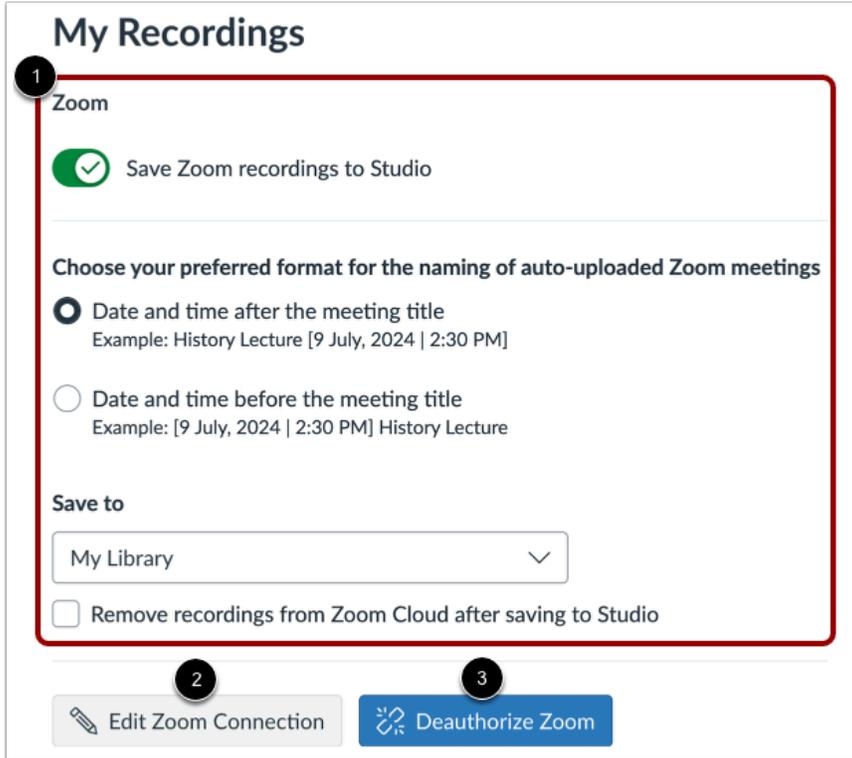
Authorize Zoom App



In Zoom, view the Zoom app information [1]. To allow the app to use your shared access permissions, click the **Allow this app to use my shared access permissions** checkbox [2]. Learn more about [shared access permissions in Zoom](#).

Click the **Authorize** button [3].

View Authorized Zoom Integration



My Recordings

1 Zoom

Save Zoom recordings to Studio

Choose your preferred format for the naming of auto-uploaded Zoom meetings

Date and time after the meeting title
Example: History Lecture [9 July, 2024 | 2:30 PM]

Date and time before the meeting title
Example: [9 July, 2024 | 2:30 PM] History Lecture

Save to

My Library

Remove recordings from Zoom Cloud after saving to Studio

2

3

View the authorized Zoom integration in your account [1]. You can also [manage your Zoom app recordings in Studio](#).

To edit your Zoom connection, click the **Edit Zoom Connection** button [2].

To disconnect Zoom from your Canvas Studio account, click the **Deauthorize Zoom** button [3].

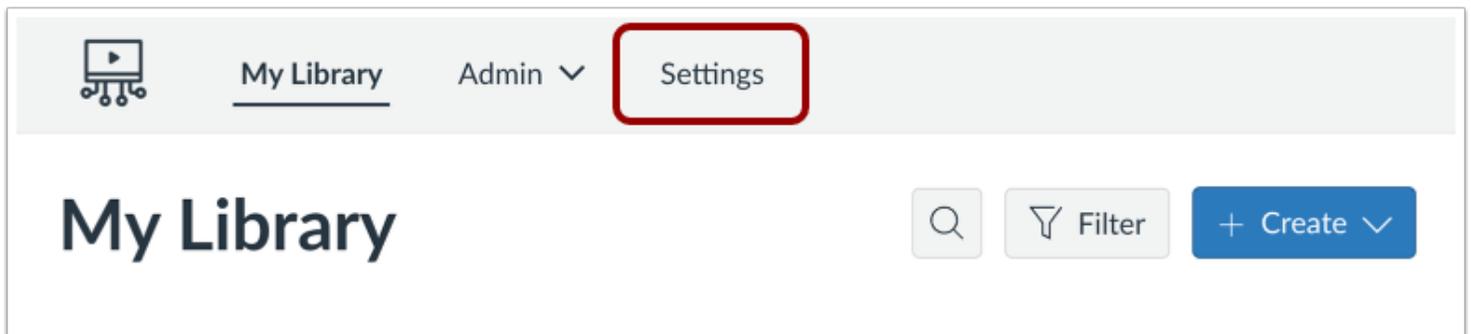
How do I manage my Zoom recording upload options in Canvas Studio?

When Zoom is configured and authorized in your Studio account, you can manage your recording upload options. You can turn the automatic Zoom upload option off and on. You can also specify the location where your uploads display in Studio. Once a recording uploads to Studio, you can designate the video for automatic deletion in your Zoom cloud account.

Notes:

- Zoom captions and transcripts do not automatically save in Canvas Studio along with the Zoom recordings. However, you can manually download captions and transcripts from Zoom and [upload them](#) to Studio, or you can [request captions](#) in Canvas Studio.
- Zoom thumbnails are not used by Canvas Studio. However, you can [replace the default thumbnail](#) for the Zoom recording.

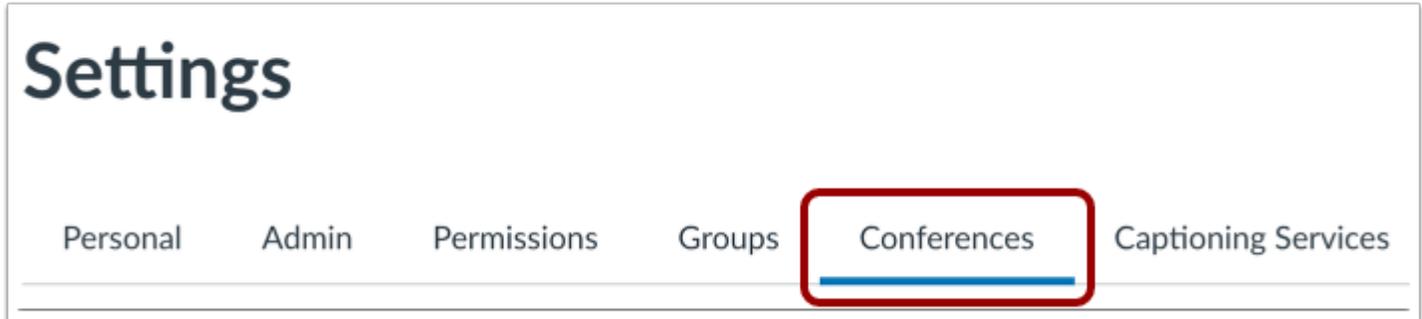
Open Studio Settings



The screenshot shows the top navigation bar of the Canvas Studio interface. On the left is a play button icon. In the center, there are three tabs: "My Library" (underlined), "Admin" (with a dropdown arrow), and "Settings" (highlighted with a red rectangular box). Below the navigation bar, the main content area displays "My Library" in large text. To the right of this text are three buttons: a search icon, a "Filter" button with a funnel icon, and a blue "+ Create" button with a dropdown arrow.

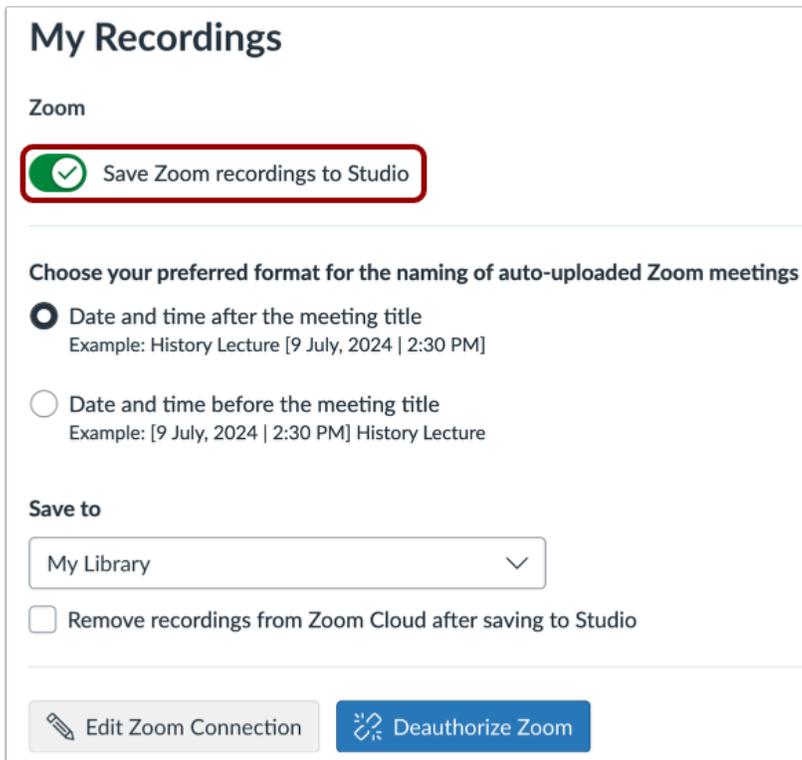
In the Global Navigation menu, click the **Settings** tab.

Open Conferences



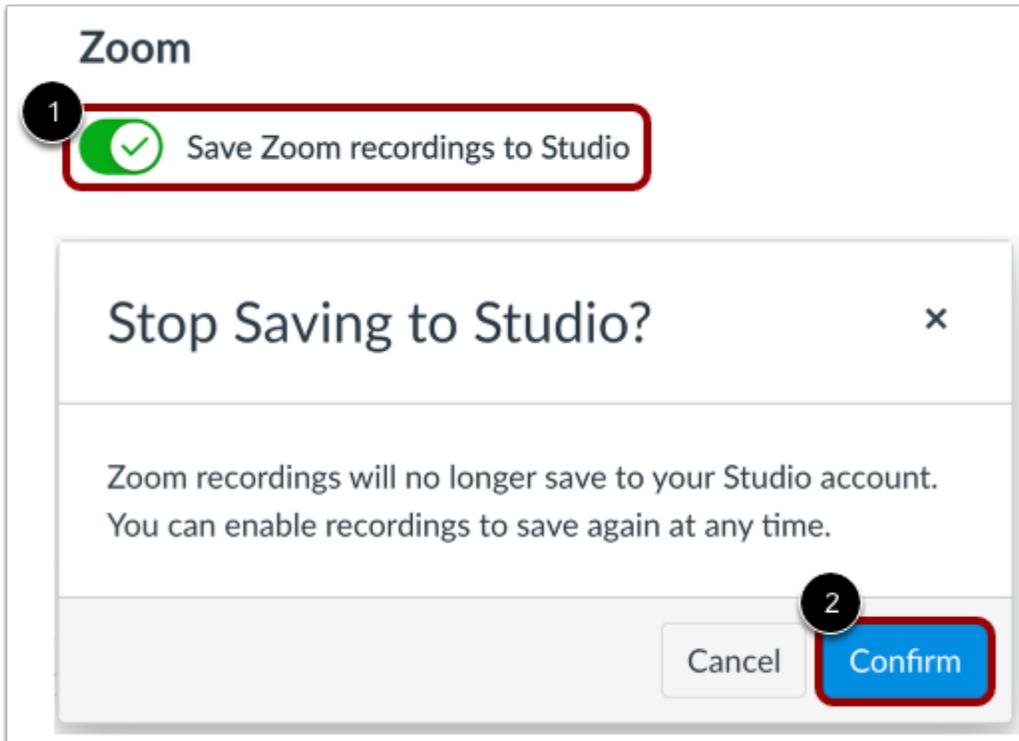
Click the **Conferences** tab.

Manage Automatic Zoom Uploads



By default, all Zoom recordings are automatically uploaded to your Canvas Studio account, and the **Save Zoom recordings to Studio** toggle is turned on.

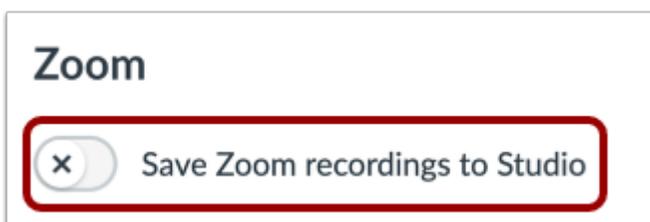
Turn Off Automatic Uploads



To turn off automatic uploads, click the **Save Zoom recordings to Studio** toggle [1]. Then, click the **Confirm** button [2].

Note: Before Zoom recordings can upload to your Studio account, you must turn on the automatic upload option again.

Turn On Automatic Uploads



To turn on automatic uploads, click the **Save Zoom recordings to Studio** toggle.

Manage Uploads Location

My Recordings

Zoom

Save Zoom recordings to Studio

Choose your preferred format for the naming of auto-uploaded Zoom meetings

Date and time after the meeting title
Example: History Lecture [9 July, 2024 | 2:30 PM]

Date and time before the meeting title
Example: [9 July, 2024 | 2:30 PM] History Lecture

Save to

Remove recordings from Zoom Cloud after saving to Studio

[Edit Zoom Connection](#) [Deauthorize Zoom](#)

By default, all Zoom recordings display in your My Library page.

Select Collection for Zoom Uploads

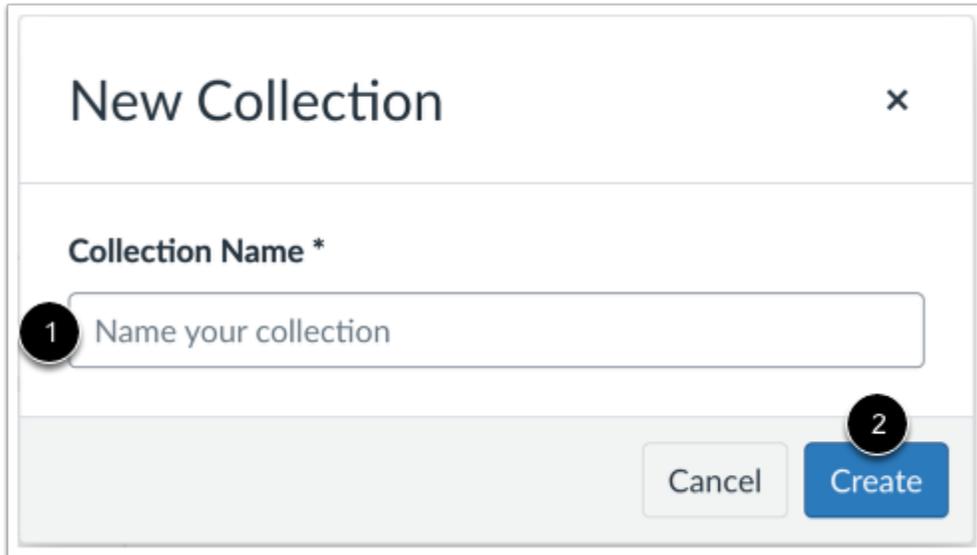
Save to

My Library

+ New Collection

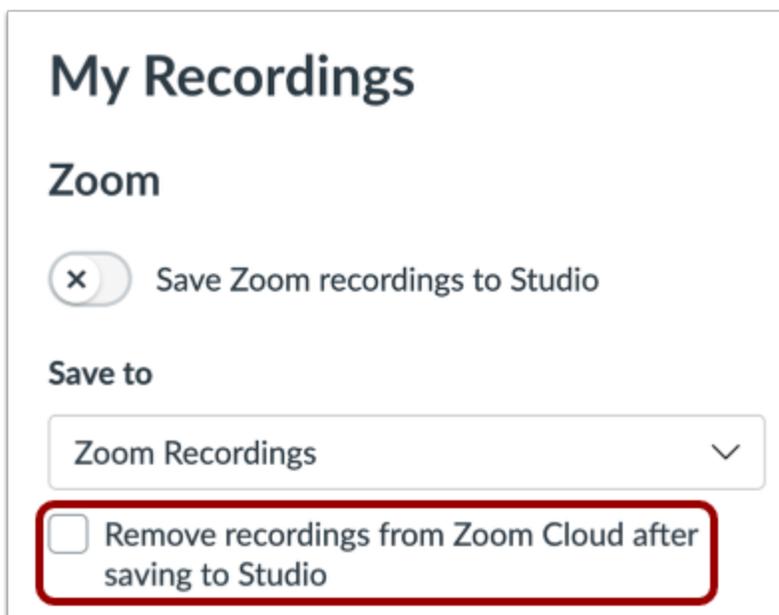
To specify a collection for your Zoom recordings, click the **Save to** drop-down menu [1]. You can select an option from your collections list, or you can select the **Add New Collection** option [2].

Create New Collection



Enter a name for the collection in the **Collection Name** field [1]. Then click the **Create** button [2].

Manage Zoom Cloud Recordings

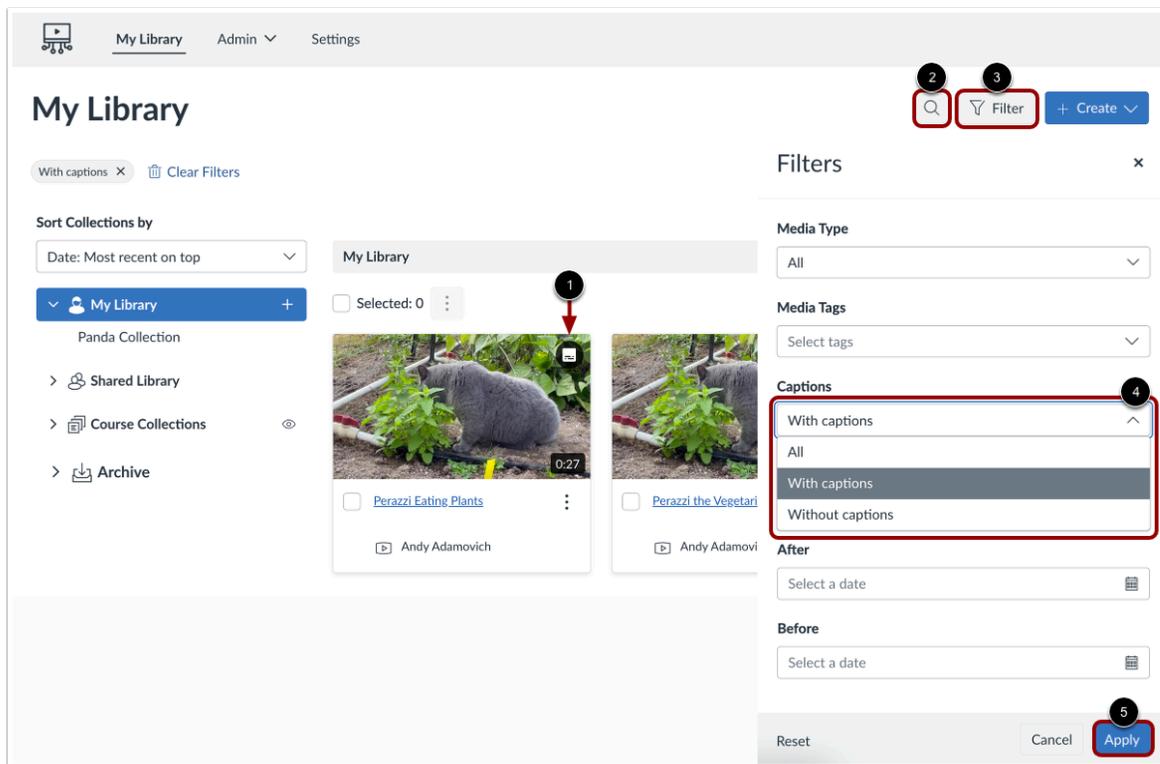


By default, all Zoom recordings are retained in your Zoom Cloud account. However, once your Zoom recordings upload to Studio, you can designate videos in your Zoom Cloud account for automatic deletion. To set Zoom to automatically delete recordings after uploading to Studio, click the **Remove recordings from Zoom Cloud after saving to Studio** checkbox.

How do I change the caption settings in a Canvas Studio media file?

In Canvas Studio, some videos may contain closed captioning. If so, you can enable captions in the video options menu. Once enabled, there is a selection of caption settings to customize your viewing experience.

Locate Media



The screenshot shows the 'My Library' page in Canvas Studio. The interface includes a search bar (2), a filter button (3), and a 'Create' button. The main area displays a grid of media items, with a red arrow (1) pointing to a video tile that has a caption icon. On the right, the 'Filters' panel is open, showing options for 'Media Type', 'Media Tags', and 'Captions'. The 'Captions' dropdown menu (4) is expanded, showing 'With captions', 'All', 'Without captions', and 'With captions'. At the bottom of the filters panel, the 'Apply' button (5) is highlighted.

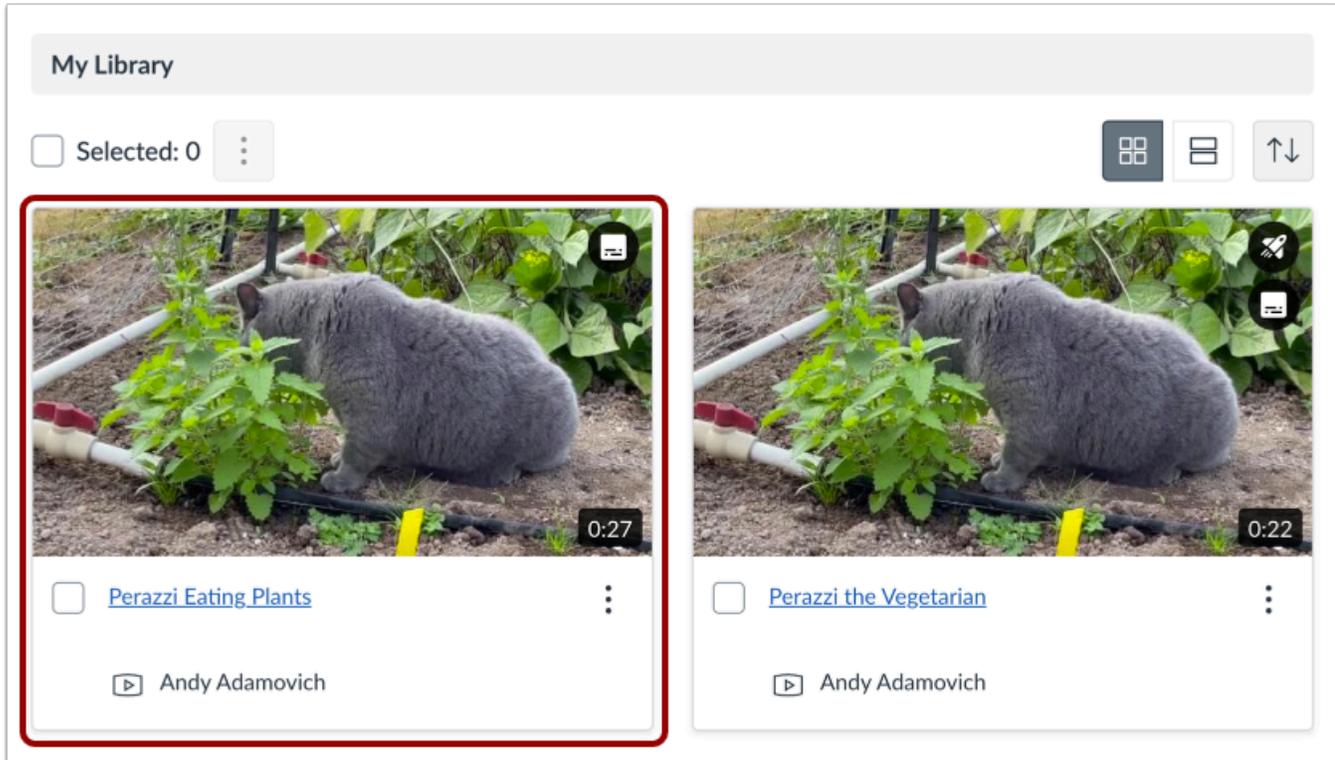
In Studio, the My Library page opens by default. The library displays media preview tiles with the most recently added media displayed first. Media that includes captioning displays a Caption icon [1].

To search for a specific media item, click the **Search** icon [2].

To view only media that includes captions, click the **Filter** button [3]. Then, click the **Captions** drop-down menu and click the **With captions** link [4].

To save filters, click the **Apply** button [5].

Open Media



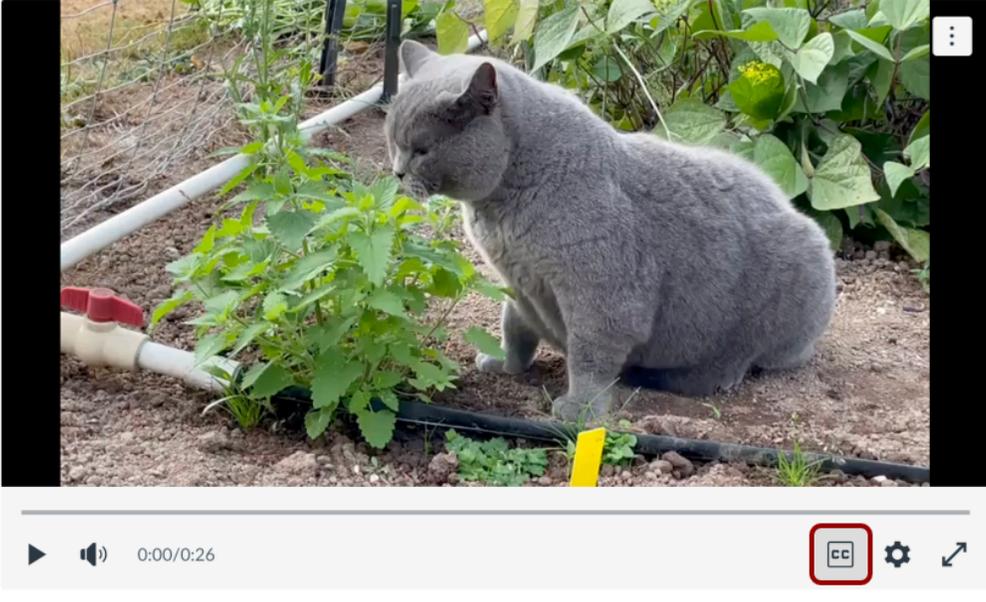
The screenshot shows the 'My Library' section of the Canvas interface. At the top, there is a header 'My Library' and a selection indicator 'Selected: 0'. Below this are two video thumbnails. The first thumbnail, titled 'Perazzi Eating Plants', is highlighted with a red border. The second thumbnail is titled 'Perazzi the Vegetarian'. Both thumbnails show a grey dog sitting in a garden. Below each thumbnail is a title, a play button icon, and the name 'Andy Adamovich'. There are also icons for grid view, list view, and sort order at the top right of the library view.

To view the media, click the media thumbnail.

View Captions

My Library > Perazzi Eating Plants

Perazzi Eating Plants

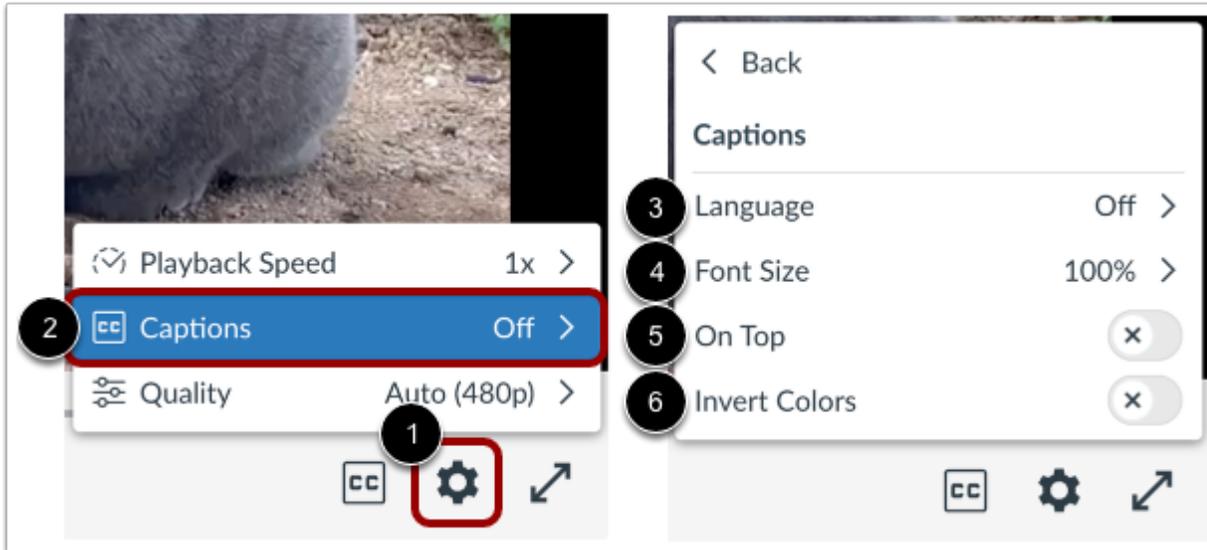


The image shows a video player interface. At the top, it says "My Library > Perazzi Eating Plants". Below that is the title "Perazzi Eating Plants". The main content is a video frame showing a grey cat sitting in a garden next to a plant. The video player controls at the bottom include a play button, a volume icon, a progress bar showing "0:00/0:26", and a red box highlighting the "CC" (Captions) icon. There are also settings and share icons to the right of the "CC" icon.

If the media file includes a caption transcript, you can turn captions on and off from the media player.

To enable or turn off captions for the media, click the **Captions** icon.

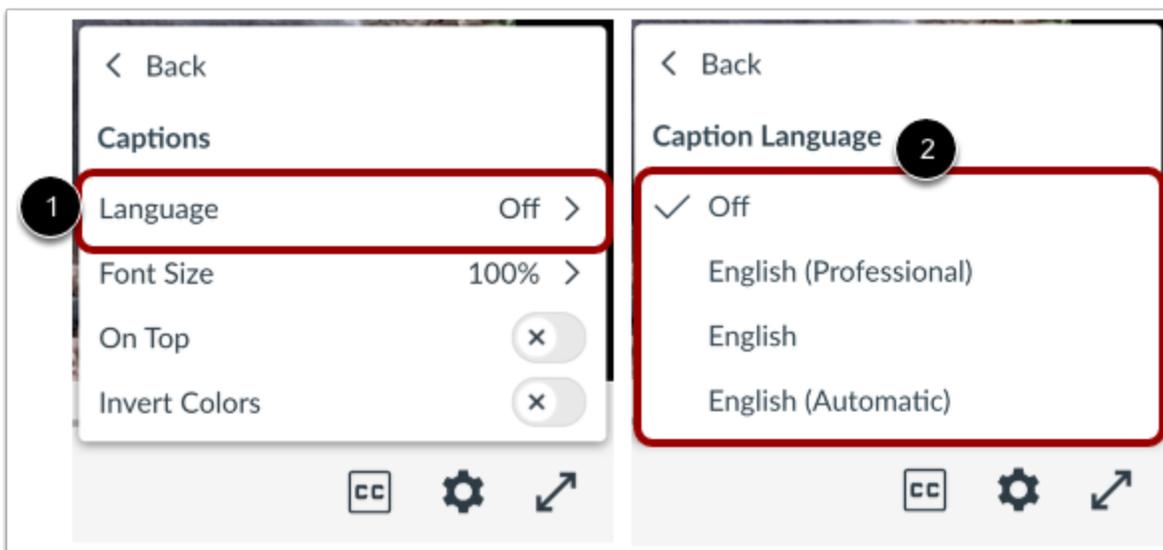
View Caption Settings



To change the caption settings, click on the **Settings** icon [1], then select the **Captions** link [2].

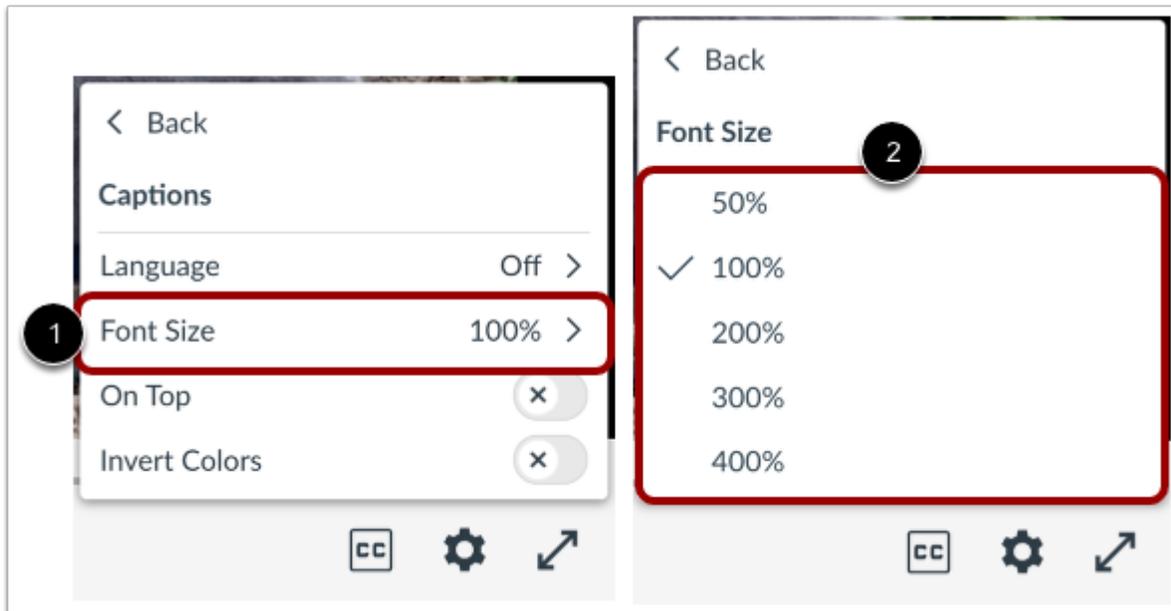
The available captions options include: language [3], size [4], caption placement [5], inverted caption color [6].

Change Language Settings



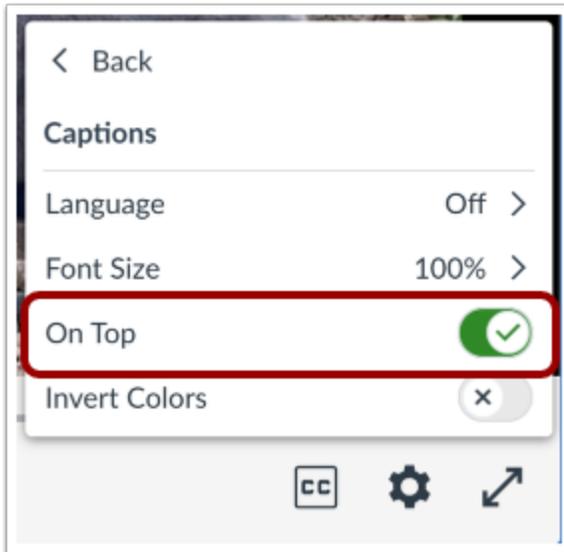
To change the caption language settings, select the **Language** link [1], then select an available language option [2].

Change Font Size Settings



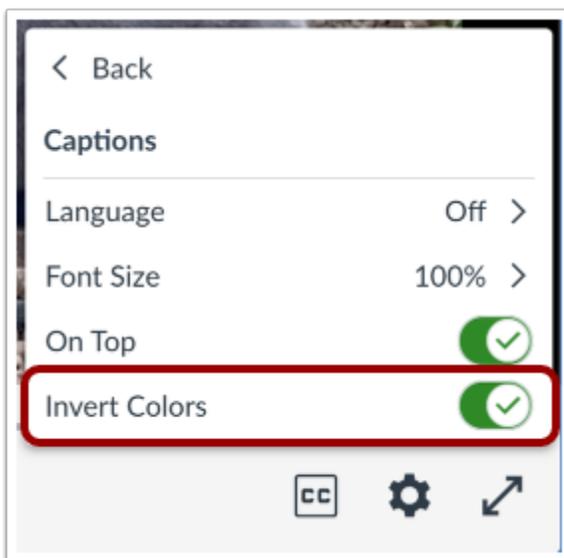
To change the caption size settings, select the **Font Size** link [1], then select an available size option [2].

Caption Placement Settings



To change the caption placement settings, click the **On Top** toggle button. When this setting is turned on, captions display at the top of the media player window. When this setting is turned off, captions display at the bottom of the media player window.

Invert Caption Color



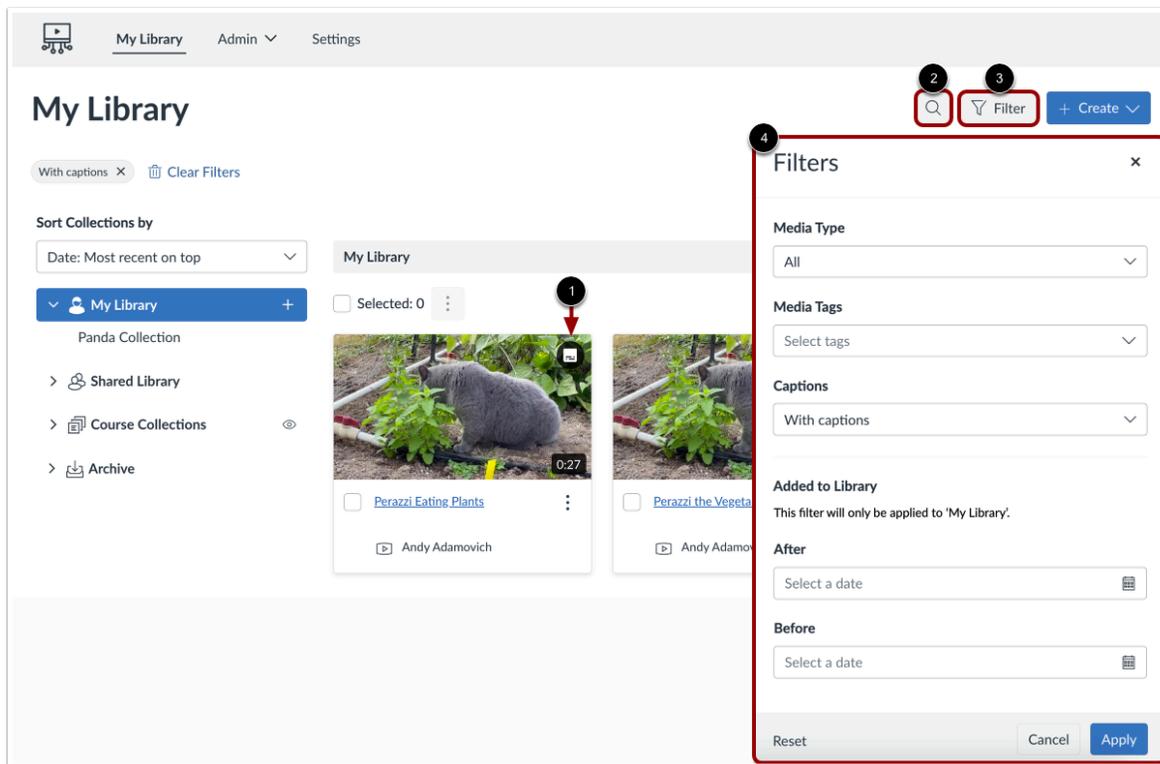
To invert the caption color, click the **Invert Colors** toggle button. When this setting is turned on, captions display as dark text on a light background. When this setting is turned off, captions display as light text on a dark background.

How do I download media files or media transcript files in Canvas Studio?

In Canvas Studio, you can download a media file. If the media includes captioning, you can download a separate transcript file.

Note: You can not download media files from YouTube or Vimeo.

Locate Media



The screenshot shows the 'My Library' interface in Canvas Studio. At the top, there are navigation links for 'My Library', 'Admin', and 'Settings'. Below this, the 'My Library' section is displayed, featuring a search bar, a 'Filter' button, and a '+ Create' button. A 'Filters' tray is open, showing options for 'Media Type', 'Media Tags', 'Captions', and 'Added to Library'. The 'Filters' tray is highlighted with a red box, and a red arrow points to a 'Caption' icon on a video thumbnail in the main library view.

In Studio, media that includes captioning displays a Caption icon [1].

To search for a specific media item, click the **Search** icon [2].

To view only media that includes captions, click the **Filter** button [3]. Then, use the Filters tray to select and apply filters [4].

Open Media

My Library

Selected: 0 ⋮ 🗪 📄 ↕



[Perazzi Eating Plants](#) ⋮

 Andy Adamovich



[Perazzi the Vegetarian](#) ⋮

 Andy Adamovich

Hover over the media and click the **View** link.

Download Media or Transcript File



Click the **More Options** icon [1].

To download the media file, click the **Download Media** link [2].

To download the media transcript file, click the **Download Transcript** link [3].

Notes:

- If the Download Media link does not appear in the list, the media is copyright protected and can not be downloaded.
- If the Download Transcript link does not appear, the media does not include captioning.

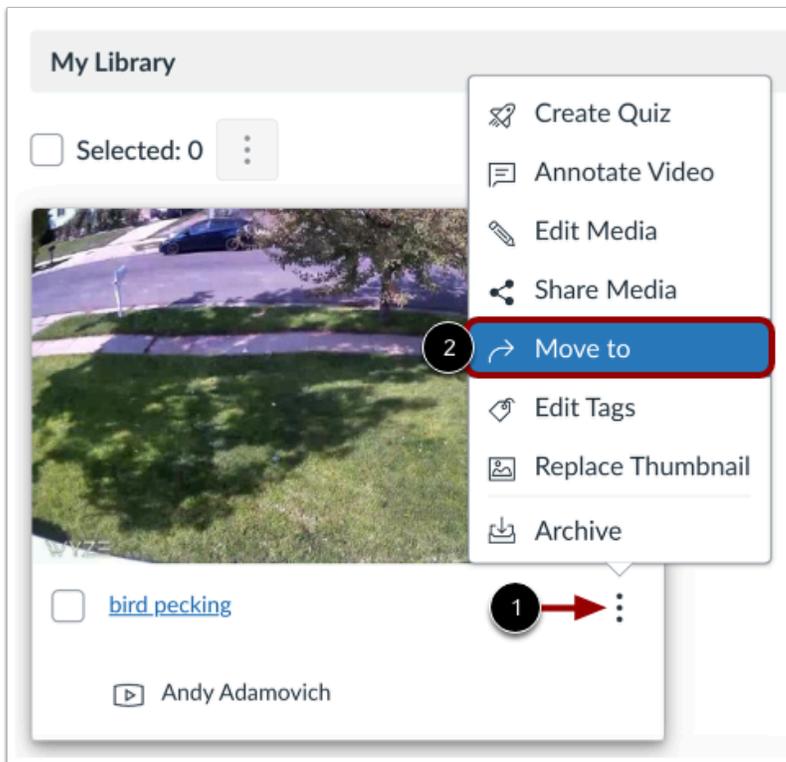
How do I move media between collections in Canvas Studio?

In Canvas Studio, you can move media that you have uploaded between course collections. You can move individual media, or you can move multiple media items at once using the bulk option.

Notes:

- After logging into Canvas Studio through Canvas Global Navigation, you can move uploaded media. You can not move media anywhere else in the Canvas interface.
- You can only move your own uploaded media.

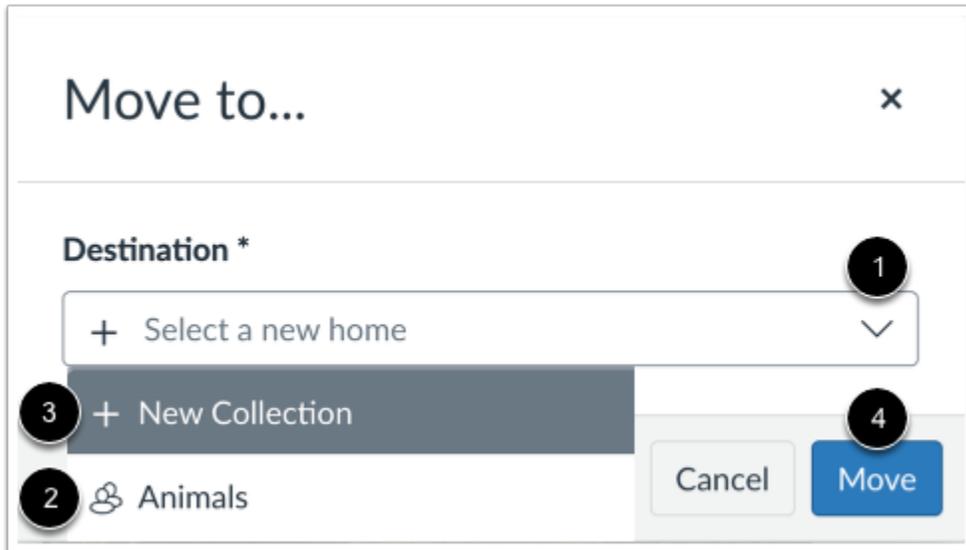
Move Individual Media



Locate the video you want to move.

Then, click the **Options** icon [1] and click the **Move to** link [2].

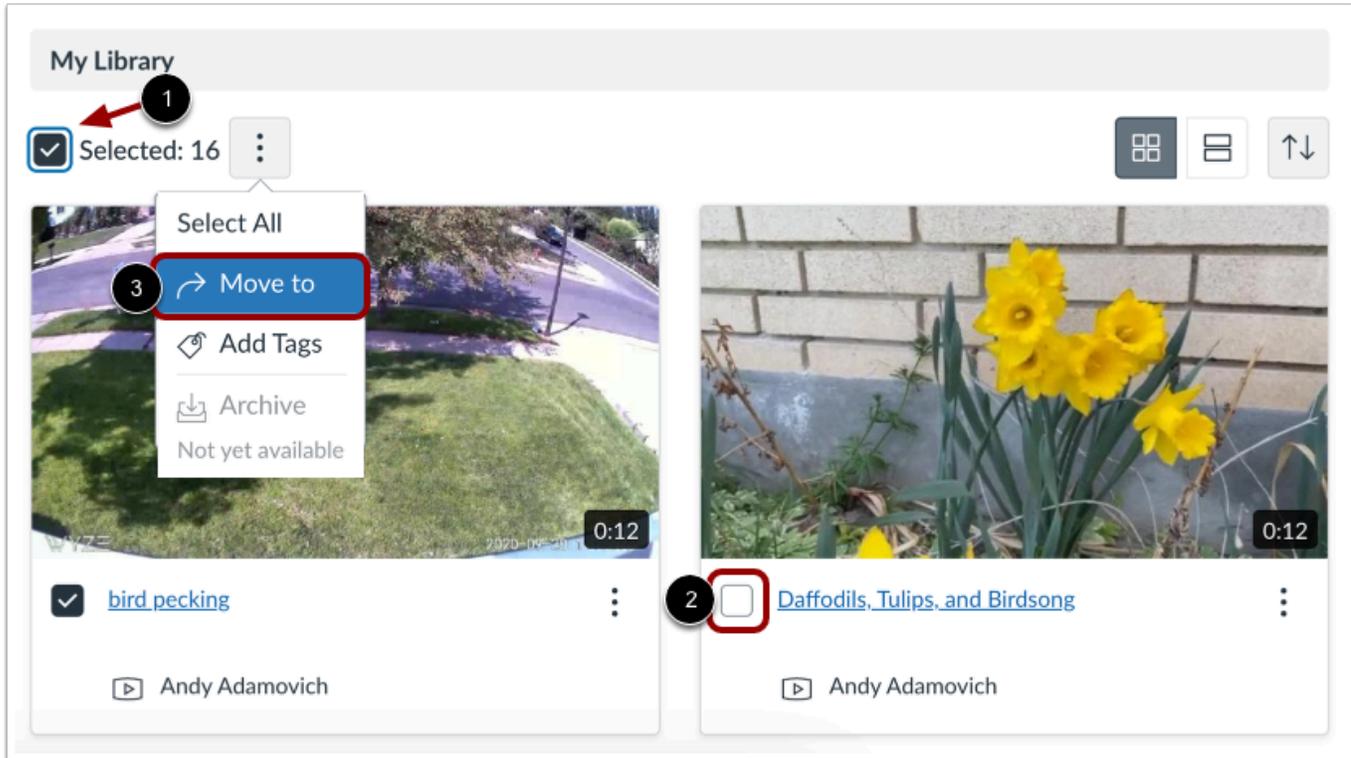
Select Destination



In the Move to... window, click the **Destination** drop-down menu [1]. To move the media to an existing collection, click the collection name link [2]. To move the media to a new collection, click the **New Collection** link and create a new collection [3].

Click the **Move** button [4].

Bulk Move Media

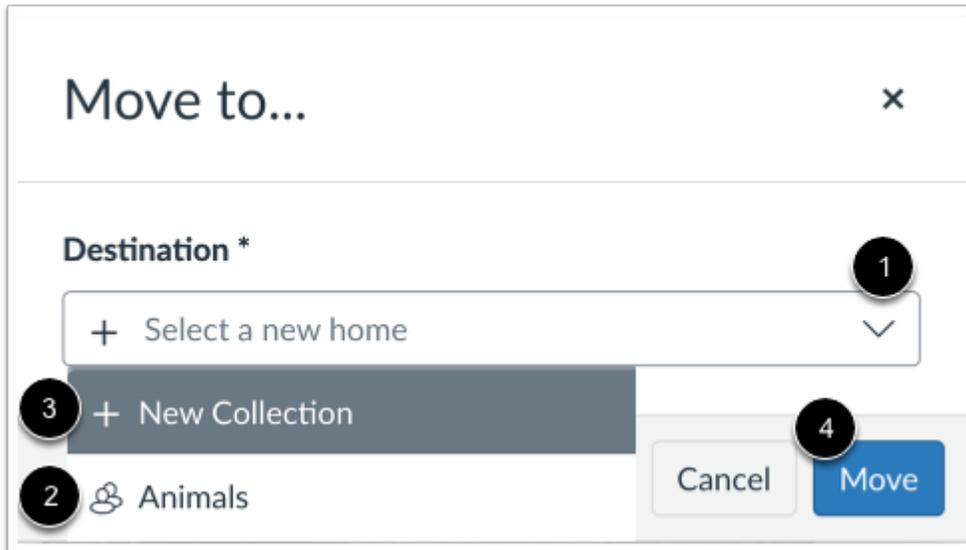


To bulk move media in your library or collection, click the **Select All** checkbox [1].

To de-select an individual media item from the bulk action, click the media name checkbox to remove the checkmark [2].

Then, click the **Move to** link [3].

Select Destination



In the Move to window, click the **Destination** drop-down menu [1]. To move the media to an existing collection, click a collection name link [2]. To move the media to a new collection, click the **New Collection** link and create a new collection [3].

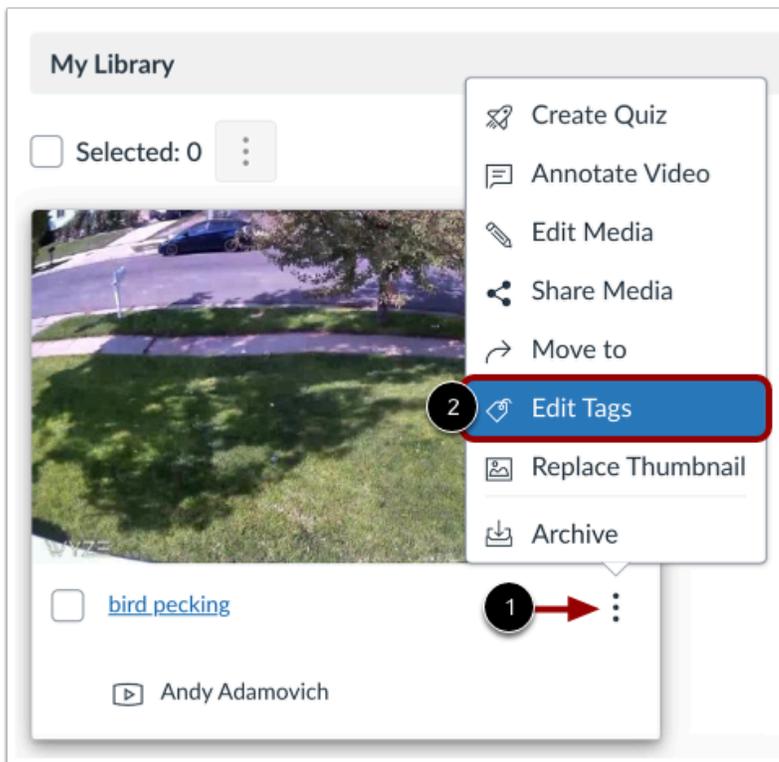
Click the **Move** button [4].

How do I add and manage tags in Canvas Studio?

In Canvas Studio, you can add and manage tags for media in your library. You can add tags to an individual media item, or to multiple media at once using the bulk tag feature.

Note: Tagging is available in the Shared Library only if editing has been enabled by the owner of the shared item.

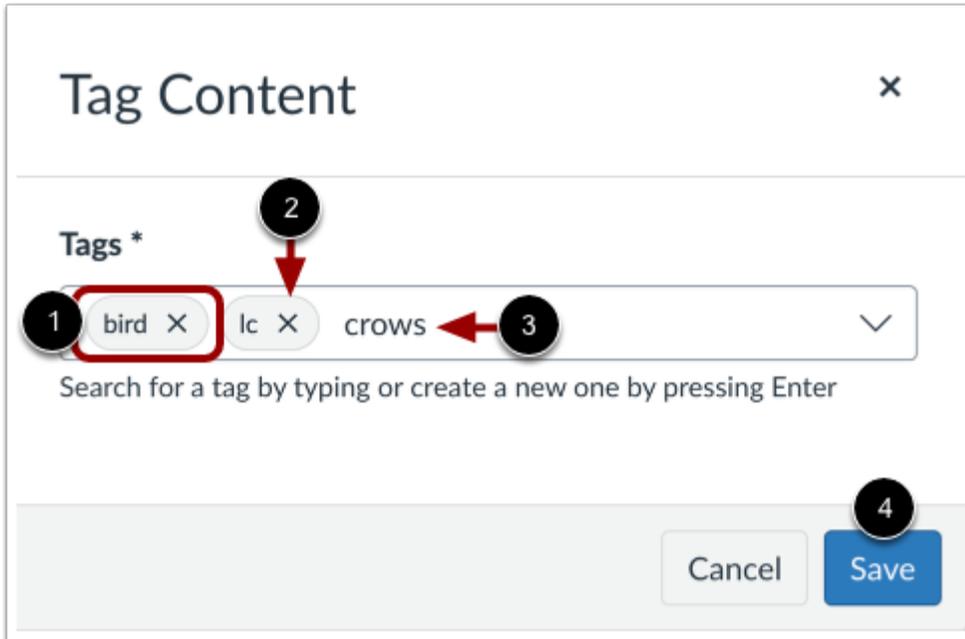
Edit Tags on Individual Media



Locate the media where you want to add or edit a tag.

Then, click the **Options** icon [1] and click the **Edit Tags** link [2].

Add or Delete Tags



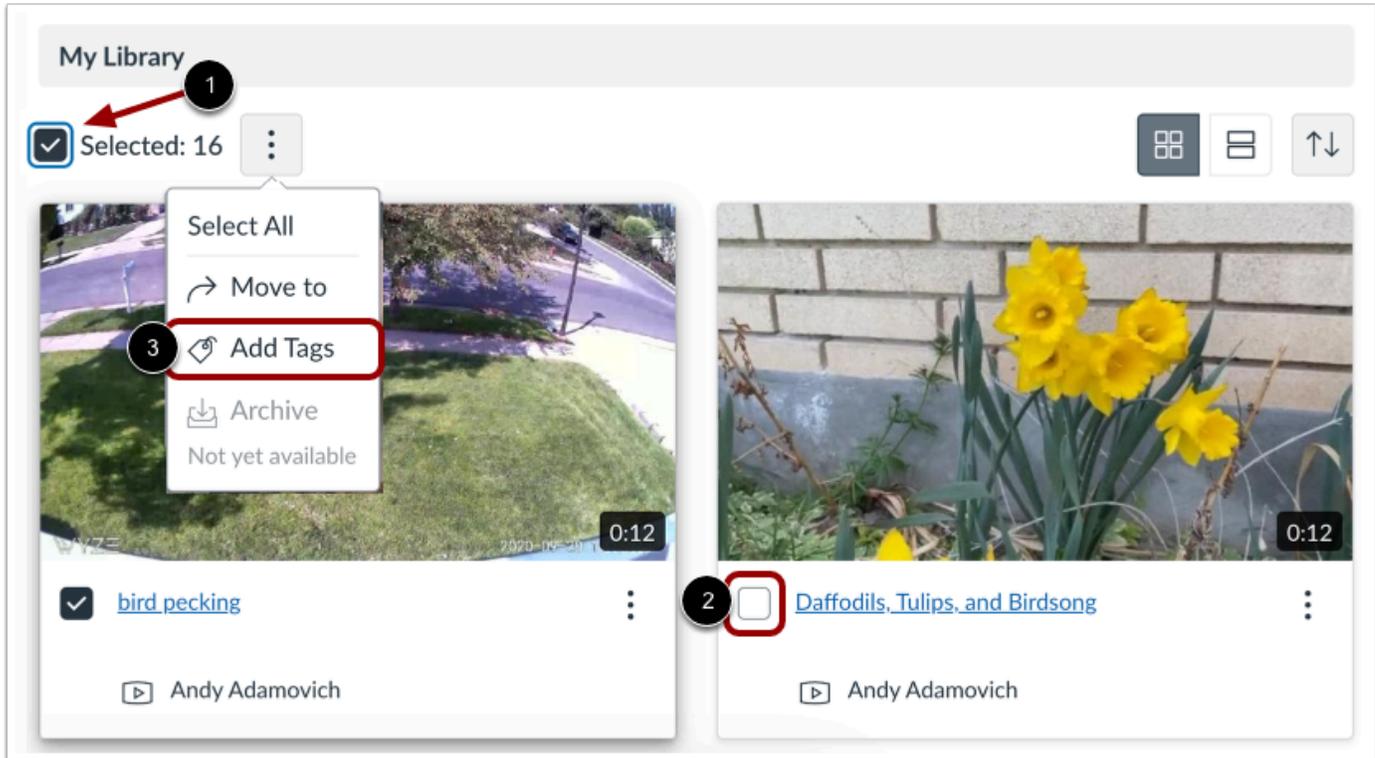
In the Tag Content window, existing tags display in the **Tags** field [1].

To delete an existing tag, click the **Delete** icon [2].

To add a new tag, enter the tag in the **Tags** field and press the **Enter** or **Return** key on your keyboard [3].

To save changes, click the **Save** button [4].

Add Tags in Bulk

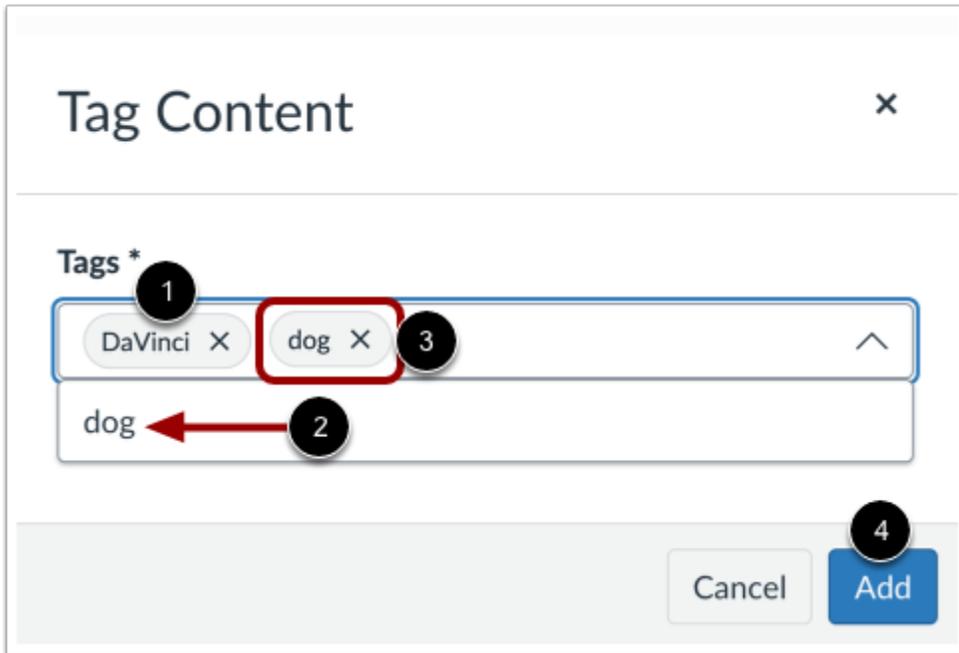


To add tags in bulk to multiple media items, click the **Select All** checkbox [1].

To de-select an individual media item from the bulk action, click the media name checkbox to remove the checkmark [2].

Then, click the **Add Tags** link [3].

Add Tags



In the Tag Content window, enter a tag in the **Tags** field and press **Enter** or **Return** on your keyboard [1].

If you enter a tag that is already in use in the library, the tag name displays. Click the tag name in the display [2] to add it to the Tags field [3].

To add tags to media, click the **Add** button [4].

Studio Collections

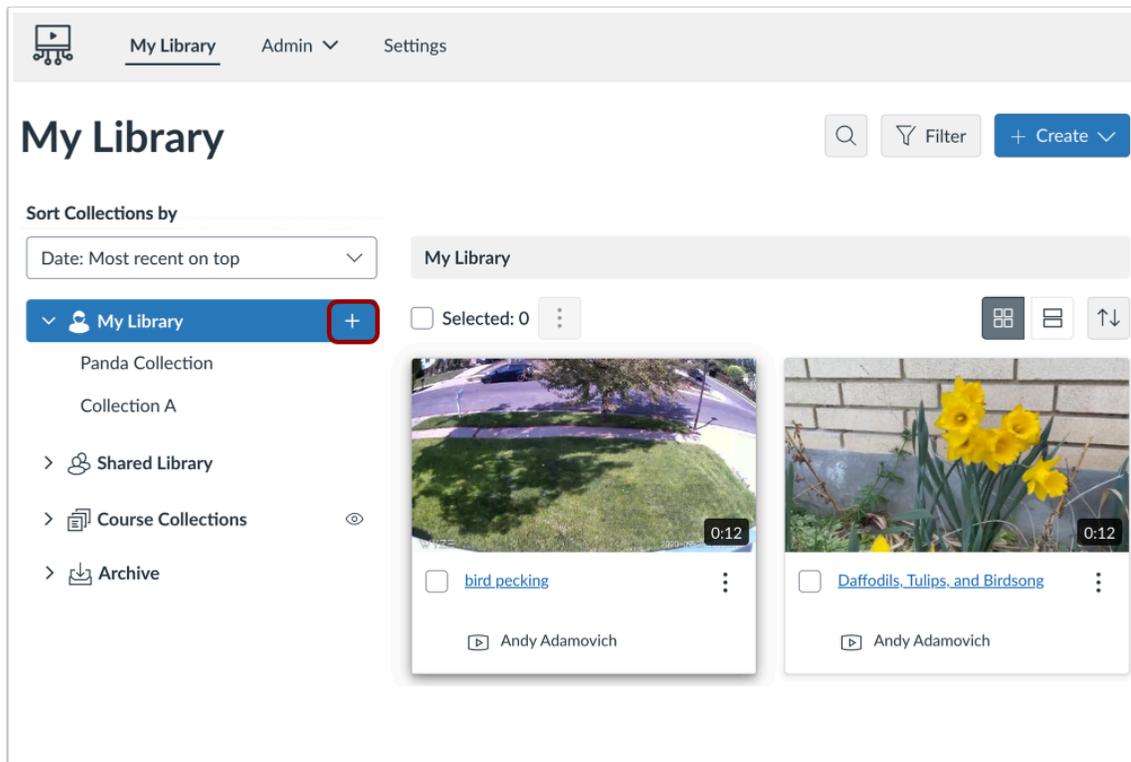
How do I create a collection in Canvas Studio?

You can create collections in your Canvas Studio library. Creating a collection allows you to organize your media library and share specific collections and media with other users.

Notes:

- You can only create a collection in the My Library drop-down.
- Any [media or collections shared with you](#) display in the Shared Library drop-down.
- For instructors, any media you [added to a course](#) or [embedded in a discussion](#) is automatically saved in the Course Collections drop-down.

Add Collection

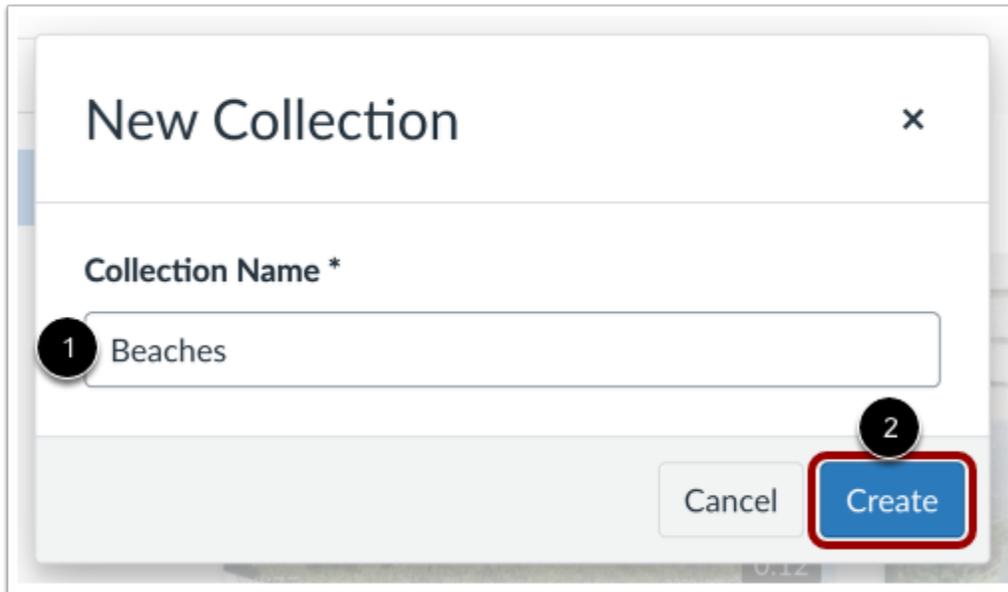


The screenshot shows the Canvas Studio interface. At the top, there are navigation tabs: 'My Library' (selected), 'Admin', and 'Settings'. Below the tabs, the 'My Library' section is displayed. On the left, there is a sidebar menu with 'My Library' selected and highlighted in blue. A red square highlights the '+' icon next to 'My Library'. Below 'My Library' are 'Panda Collection', 'Collection A', 'Shared Library', 'Course Collections', and 'Archive'. On the right, there are search and filter buttons, a '+ Create' button, and a 'Sort Collections by' dropdown menu set to 'Date: Most recent on top'. Below the menu, there are two video thumbnails. The first is titled 'bird pecking' and the second is titled 'Daffodils, Tulips, and Birdsong'. Both videos are by 'Andy Adamovich' and have a duration of 0:12. A 'Selected: 0' indicator is visible above the thumbnails.

In the My Library menu, click the **Add** icon.

Note: The Course Collections menu and Admin tab are only visible to users with Instructor or Admin roles.

Enter Collection Name



Enter a name for the collection [1].

To create the collection, click the **Create** button [2].

View Created Collection

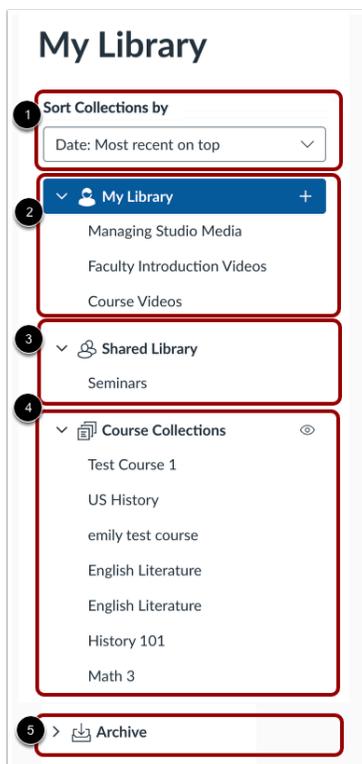


View the new collection in the My Library drop-down menu. Then, you can [add media](#) to the collection.

How do I view and manage a collection in Canvas Studio?

You can view collections created by you and collections shared with you in your Canvas Studio library. Depending on who created the collection and media in the collection, you will see different options to manage collections and content.

Locate Collection



In the My Library page, the most recently uploaded media in each collection displays first by default. To switch to a different sorting method, click the **Sort Collections by** drop-down menu and select a different sorting method [1].

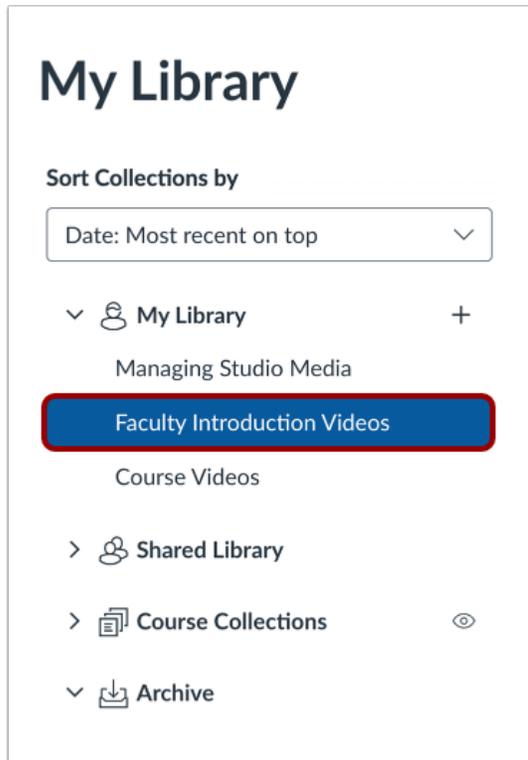
To view your uploaded media, click the **My Library** drop-down menu [2]. You can also [create a collection](#) within this section.

To view all media that has been shared with you, click the **Shared Library** drop-down menu [3].

For instructors, any media you [added to a course](#) or [embedded in a discussion](#) is automatically saved in the Course Collections drop-down menu [4].

To view media in your archive collection, click the **Archive** collection link [5].

Open Collection



My Library

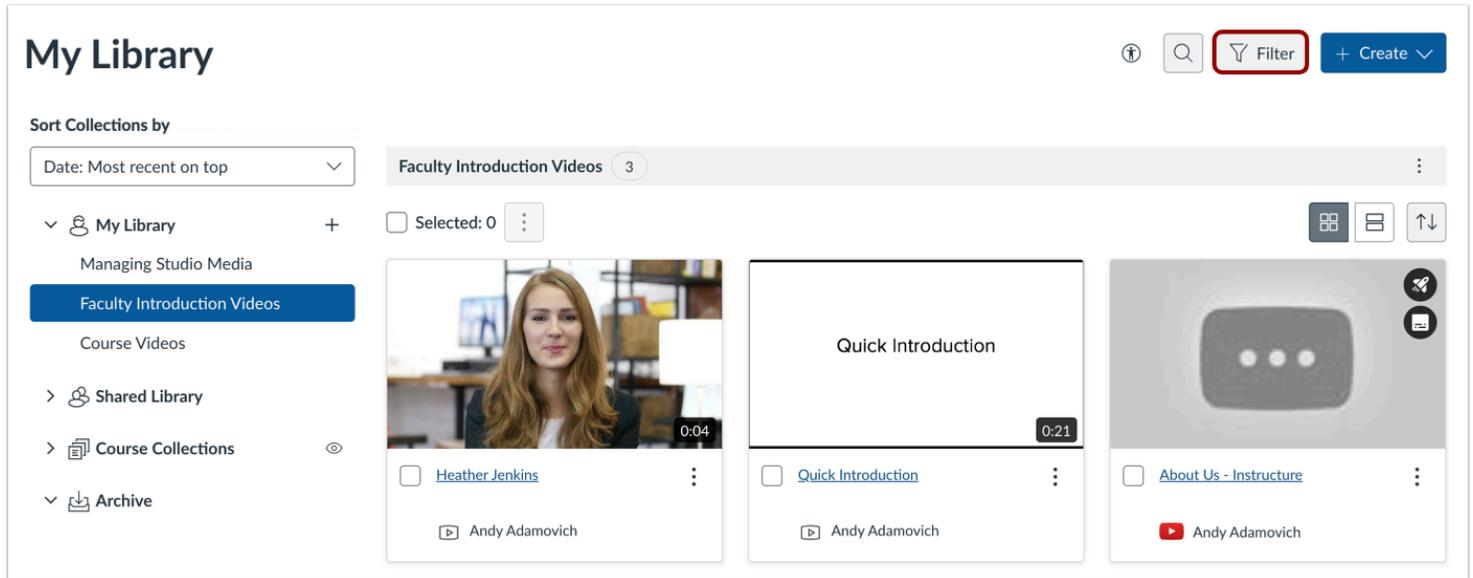
Sort Collections by

Date: Most recent on top

- My Library +
 - Managing Studio Media
 - Faculty Introduction Videos**
 - Course Videos
- > Shared Library
- > Course Collections
- Archive

To open a collection, click the collection name.

Filter Media



The screenshot shows the 'My Library' interface in Canvas Studio. At the top right, there is a search icon, a 'Filter' button (highlighted with a red box), and a '+ Create' button. Below this, the 'Sort Collections by' dropdown is set to 'Date: Most recent on top'. The main area displays a collection named 'Faculty Introduction Videos' with 3 items. A 'Selected: 0' indicator and a three-dot menu are visible above the video thumbnails. The video thumbnails include: 1. A video by Heather Jenkins (0:04) by Andy Adamovich. 2. A video titled 'Quick Introduction' (0:21) by Andy Adamovich. 3. A video titled 'About Us - Instructure' by Andy Adamovich. On the left sidebar, the 'Faculty Introduction Videos' collection is selected under 'My Library'.

To filter media in the collection, click the **Filter** button.

Apply Filters

Filters ×

Media Type
All ▼

Media Tags
Select tags ▼

Captions
All ▼

Added to Library
This filter will only be applied to 'My Library'.

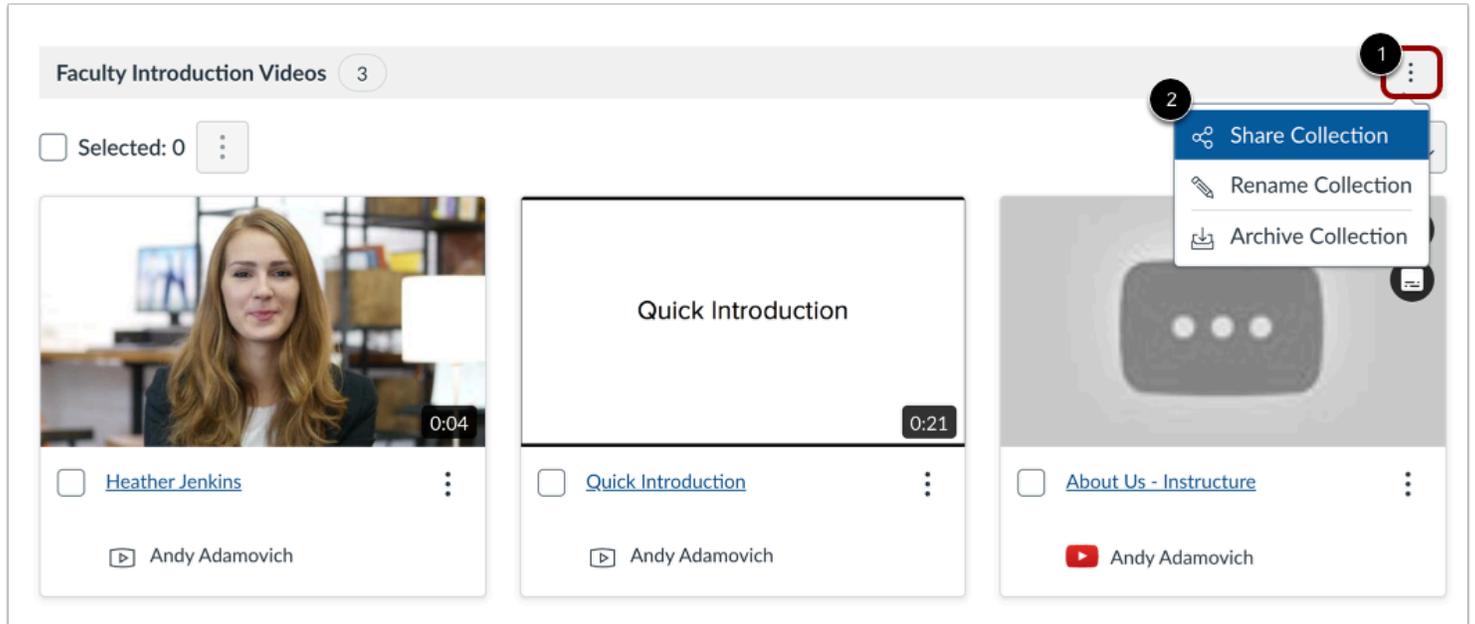
After
Select a date 📅
Format: Month/DD/YYYY

Before
Select a date 📅
Format: Month/DD/YYYY

Reset Cancel Apply

In the Filters tray, [select the filters you wish to use](#) and click the **Apply** button.

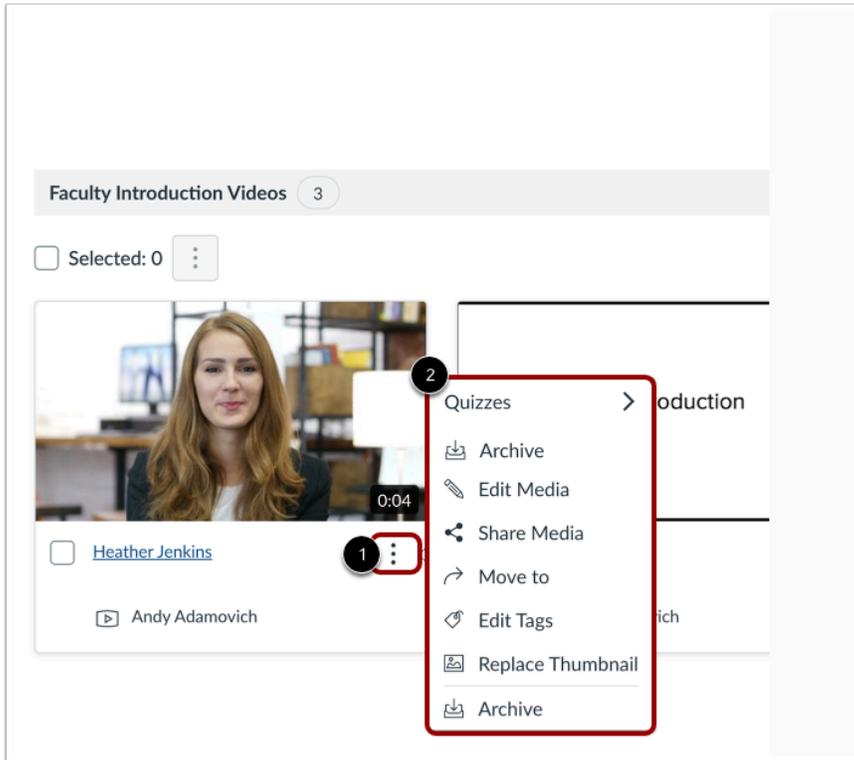
Manage Collections



To manage a collection, click the **Options** menu [1].

In the drop-down menu, click a management option link [2].

Manage Media Options



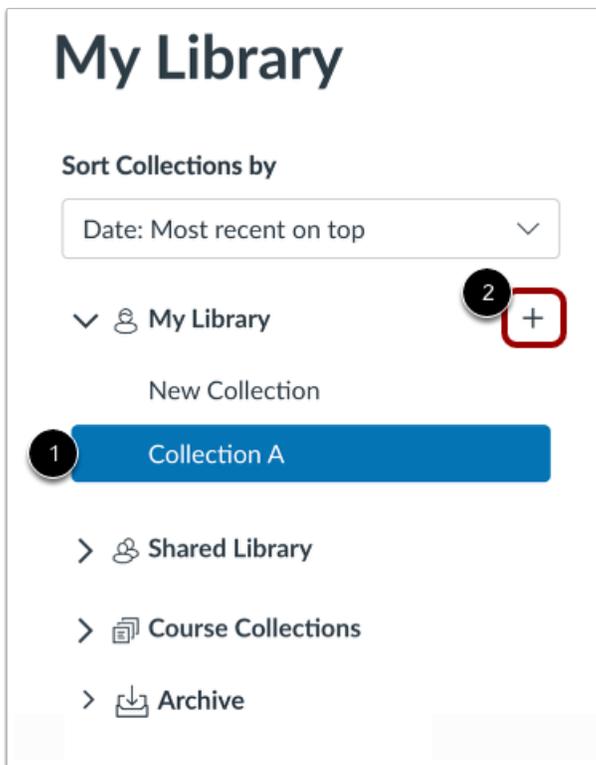
To manage options for individual media items in the collection, click the media's **Options** menu [1]. To select the action you want to perform, click the action name link [2].

Note: Options displayed may vary based on the media contents.

How do I add media to a collection in Canvas Studio?

You can add media to collections in your library in Canvas Studio. You can record a screen or webcam capture to add to the collection, upload file(s) from your computer, or paste a YouTube URL.

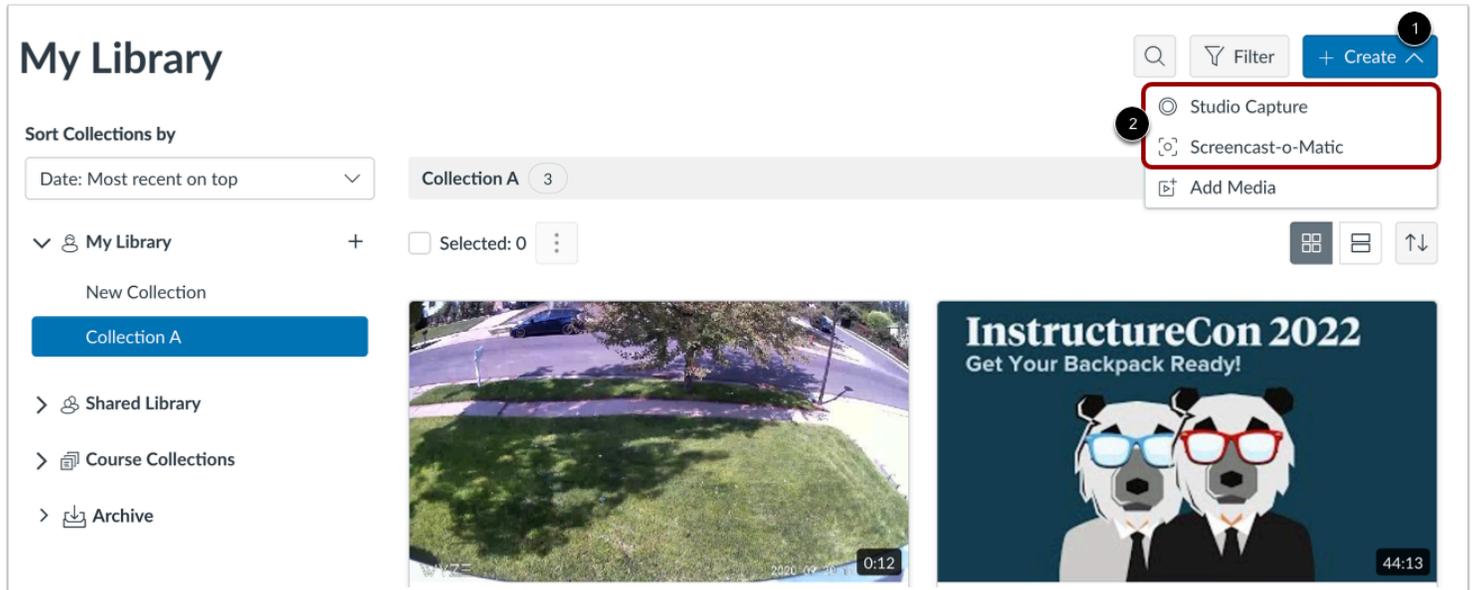
Open Collection



In the My Library drop-down menu, click a collection name [1].

To [create a new collection](#), click the **Add Collection** icon [2].

Add Recorded Media



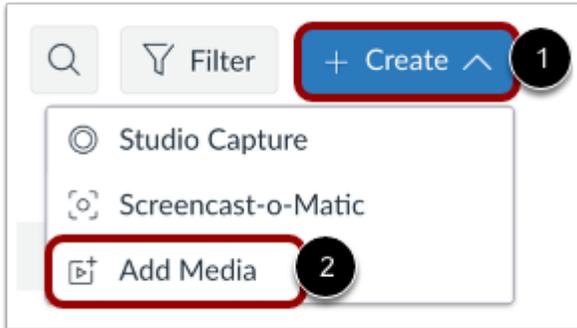
The screenshot shows the 'My Library' interface in Canvas. At the top right, there is a search bar, a 'Filter' button, and a '+ Create' button with a small '1' in a circle above it. A dropdown menu is open from the '+ Create' button, showing three options: 'Studio Capture' (with a camera icon and a small '2' in a circle to its left), 'Screencast-o-Matic' (with a screen icon), and 'Add Media' (with a plus icon). Below the dropdown, there are icons for grid view, list view, and sort order. The main area shows a collection named 'Collection A' with 3 items. Below this, there are two video thumbnails: one showing a street scene with a timestamp of 0:12, and another titled 'InstructureCon 2022 Get Your Backpack Ready!' featuring two beaver characters wearing glasses, with a timestamp of 44:13. On the left side, there is a sidebar with 'Sort Collections by' set to 'Date: Most recent on top', and a list of collections including 'My Library', 'New Collection', 'Collection A', 'Shared Library', 'Course Collections', and 'Archive'.

To record media and add it to a collection, click the **Create** button [1]. Then to add a webcam video or screen capture, click the appropriate link [2].

Note: Webcam recording and screen capture options are different for Chrome or Edge and Safari or Firefox browsers. Visit these guides for more information:

- [How do I record a webcam video in Canvas Studio using a Chrome or Edge browser?](#)
- [How do I record a screen capture video in Canvas Studio with a Chrome or Edge browser?](#)
- [How do I record a webcam video in Canvas Studio with a Safari or Firefox browser?](#)
- [How do I record a screen capture video in Canvas Studio with a Safari or Firefox browser?](#)

Upload Media Files



You can add media files from any page in Studio. To upload a media file, click the **Create** button [1]. Then, click the **Add Media** link [2].

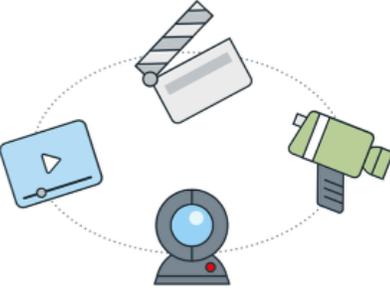
Alternatively, you can [drag and drop files into Studio](#).

Notes:

- You can upload multiple media files at once. However, Studio cannot upload compressed (ZIP) files. The maximum file size for a media file upload is 10 GB. Learn more about [supported file formats](#).
- Admins can restrict users from uploading media from a device. Learn more about [managing permissions in Canvas Studio](#).

Browse Media Files

Add to My Library ×



Drag & Drop or Upload Media
Browse your device to upload media files.

Browse Files

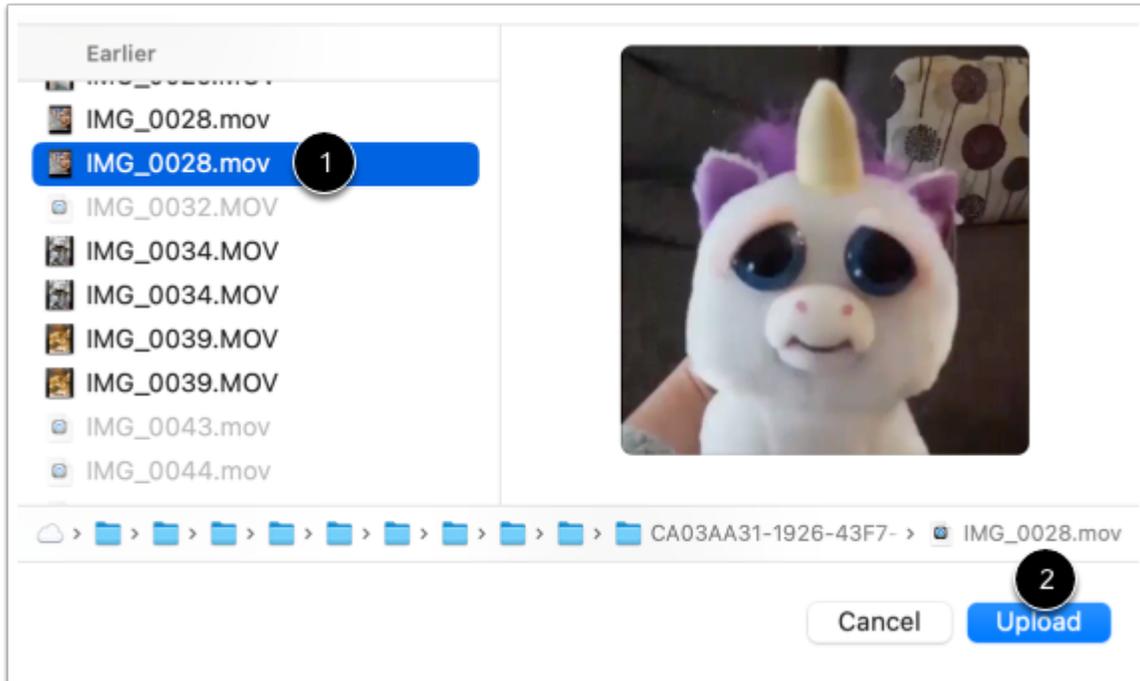


Paste External Link

Add Video

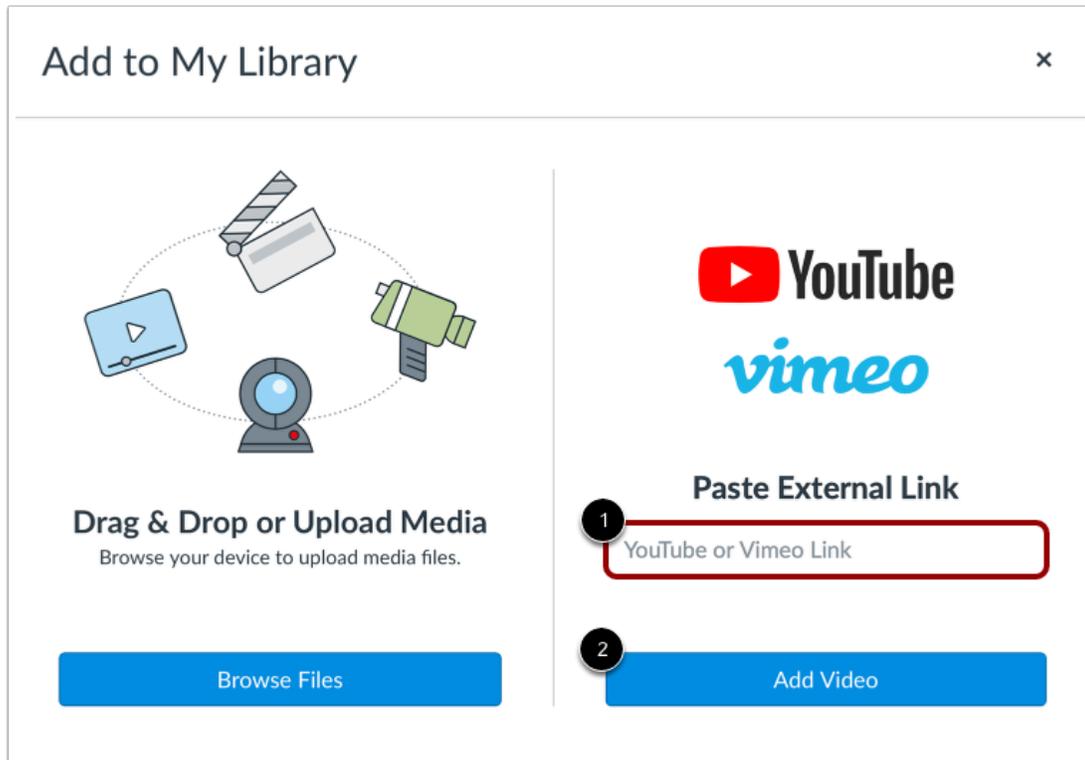
To add a media file from your computer, click the **Browse Files** button.

Upload File



Select the media file you want to upload [1]. Then click the **Upload** button [2].

Add Media URL

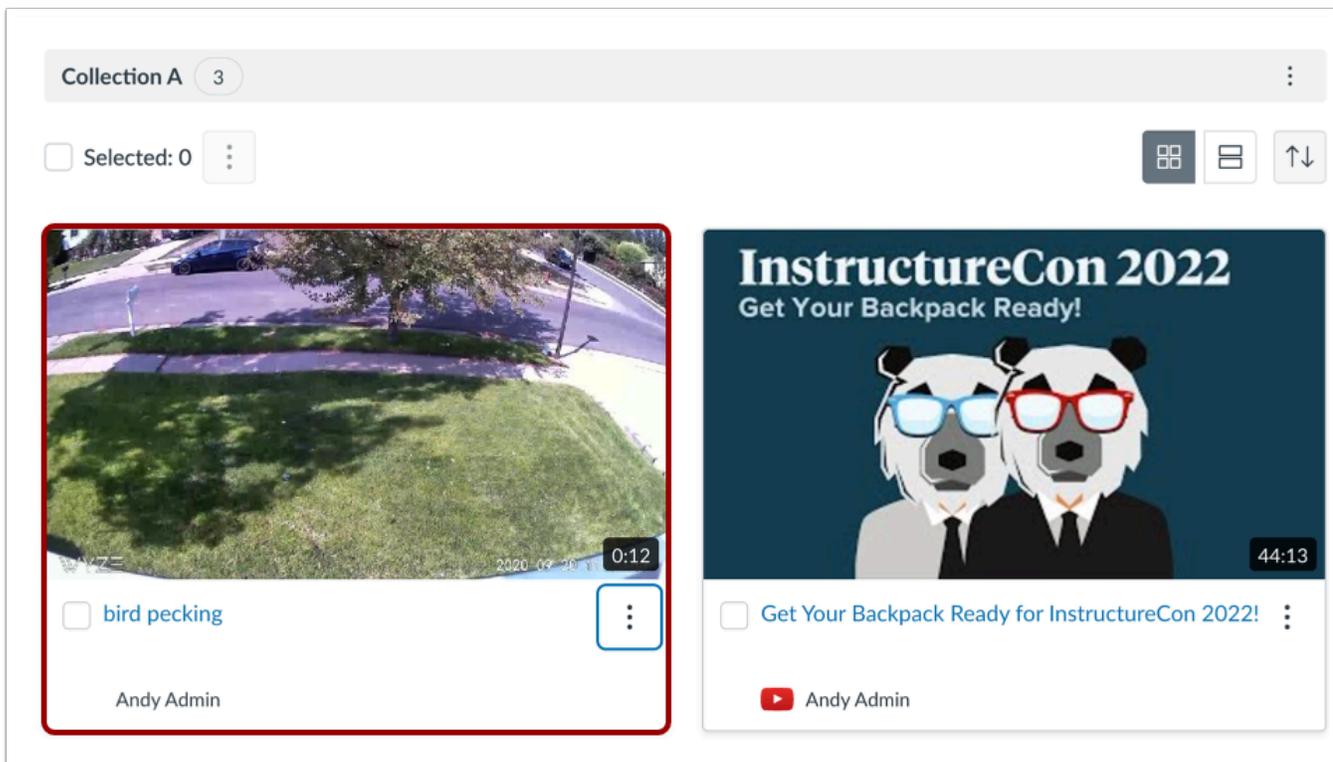


To add a [YouTube or Vimeo URL](#), enter a URL in the **Paste External Link** text field [1]. Then, click the **Add Video** button [2].

How do I move media to a collection in Canvas Studio?

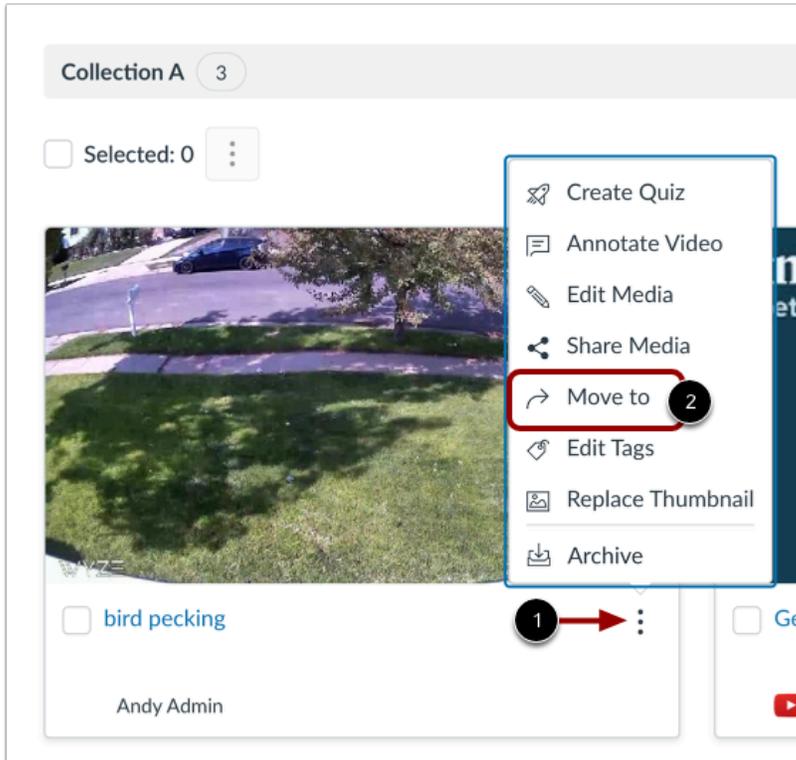
You can move media already uploaded to your library into a collection. When moving media, you can select a previously created collection as the destination or you can create a new collection. Additionally, you can move media out of a collection at any time.

Locate Media



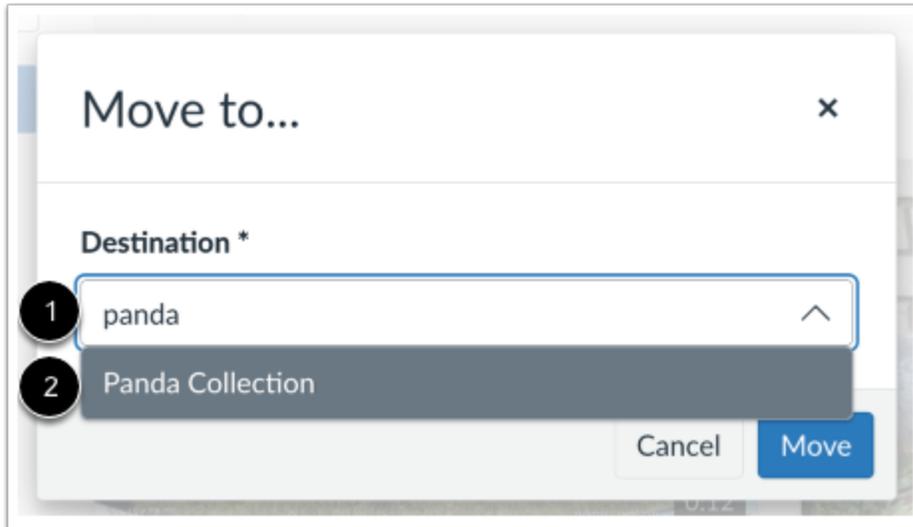
In your Studio library, [locate the media](#) you want to move.

Move Media



Click the media's **Options** menu [1] and click the **Move to** link [2].

Select Destination



Move to... ×

Destination *

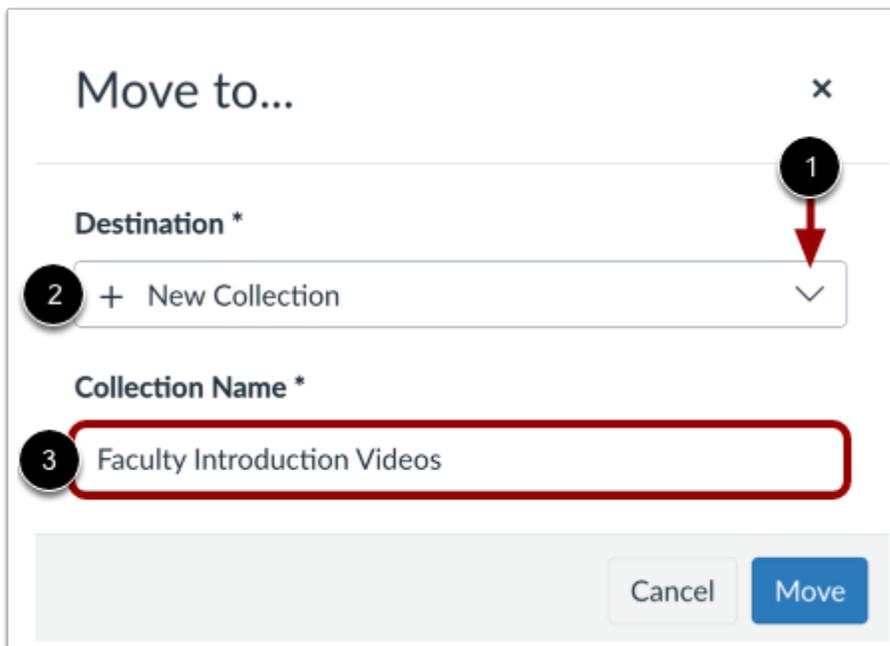
1 panda ^

2 Panda Collection

Cancel Move

To move the media to a specific collection, enter part of the collection name in the **Destination** field [1]. Then, click the collection name [2].

Create New Collection



Move to... ×

Destination *

2 + New Collection ∨

1

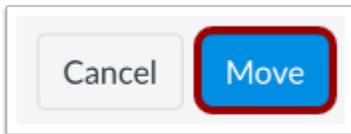
Collection Name *

3 Faculty Introduction Videos

Cancel Move

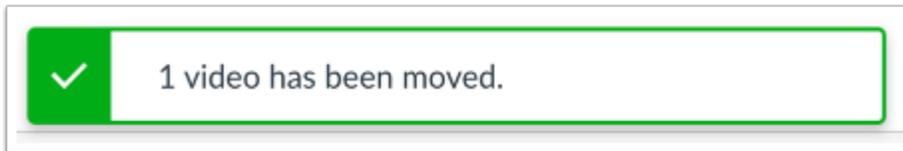
To create a new collection, click the **Destination** drop-down menu [1]. Then, select the **New Collection** option [2]. In the **Collection Name** field, enter a name for the new collection [3].

Move Media



When you have selected a destination for the media, click the **Move** button.

View Success Message



Studio will display a message confirming the media has been moved.

How do I share a collection in Canvas Studio?

You can share your [media collection](#) with other users and allow them view or edit rights. You can also share media collections with any of your Canvas Studio groups. Shared collections display in the [Shared Library](#) page. You can change or remove sharing permissions for a collection at any time.

If you allow a user to view media in a collection, they can view the media, access the embed code and public sharing link, and share the media with others.

If you allow a user to edit media in a collection, they have all permissions allowed as if they originally uploaded the media, including deleting the media, editing details and options, downloading, copying, sharing the media, and viewing analytic insights.

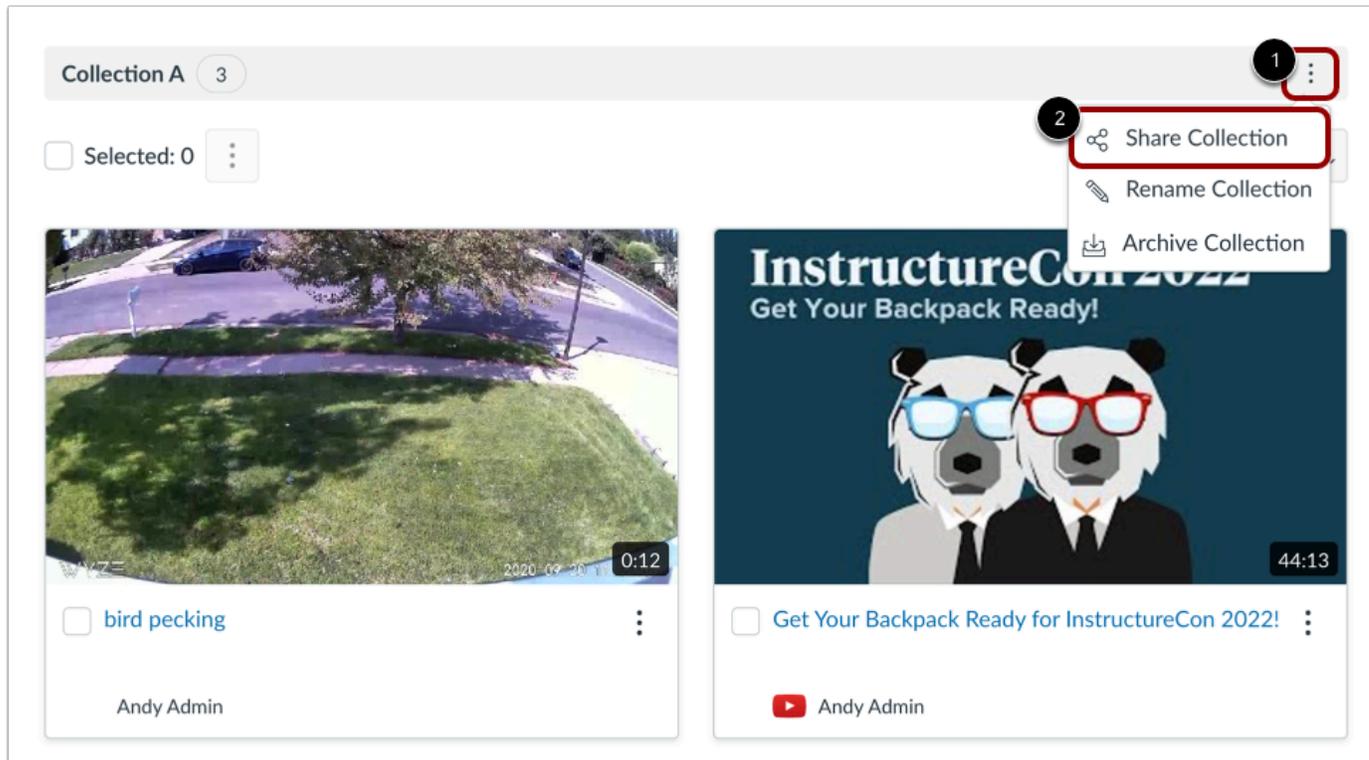
Canvas Studio Media Sharing Rules:

- Students can share media with Canvas Studio groups where they are members, all instructors, TAs, instructional designers, and admins at their institution. They can also share media with any verified Canvas Studio user enrolled in their same course(s).
- Instructors, TAs, and instructional designers can share media with Canvas Studio groups where they are members, all other instructors, TAs, instructional designers, and admins at their institution. They can also share media with verified Canvas Studio users enrolled in their courses.
- Admins can share Canvas Studio media with Canvas Studio groups where they are members and with all users at the institution.

Notes:

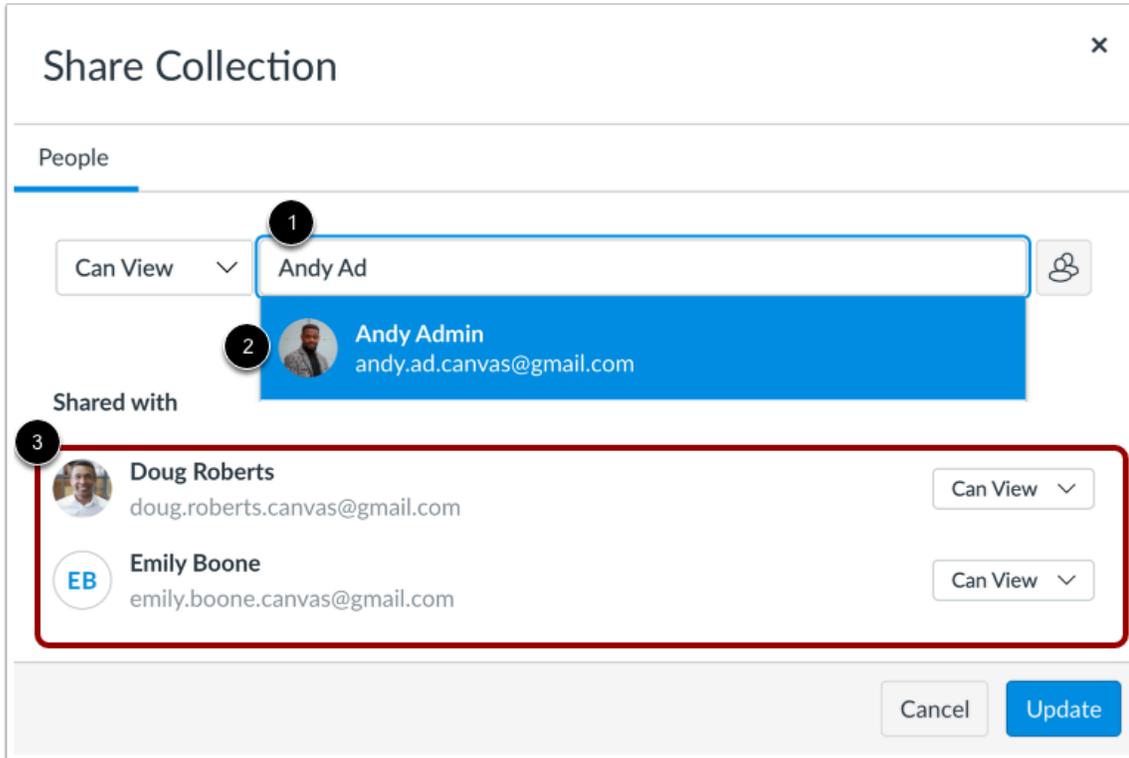
- You can only share Studio media collections with verified Canvas Studio users. A user is verified when they view embedded Studio media in a Canvas course in which they are enrolled.
- To share a media file to all members in a course, section, or group at one time, you can create or ask an instructor or admin to [create a Canvas Studio group](#). You can also share a video or audio file to multiple individuals at one time.
- Any quizzes added to a video are not included when the video is shared.
- Studio content cannot be shared to or imported from Commons.

Open Share Collection



In the My Library page, locate the collection and click the **Options** icon [1]. Then, click the **Share Collection** link [2].

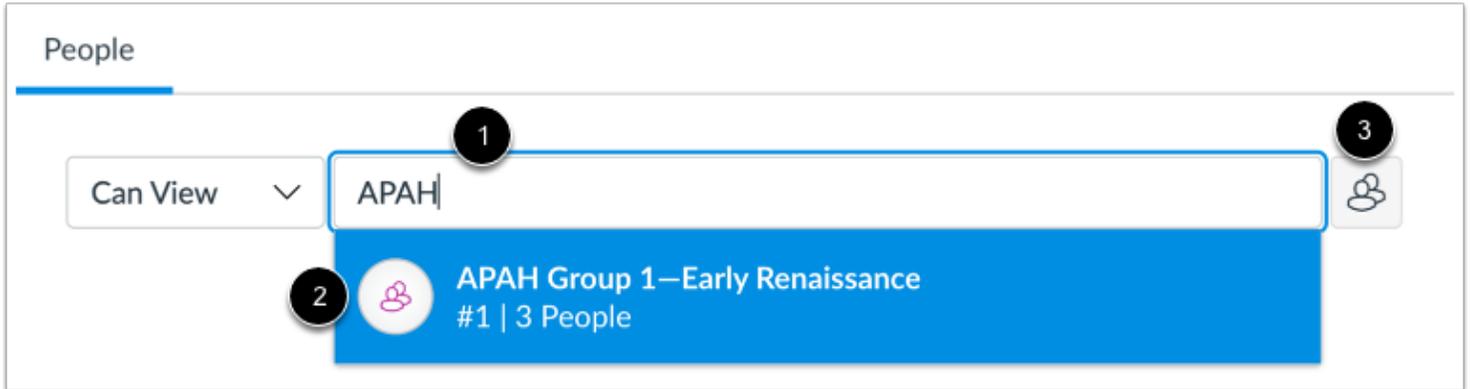
Add People



To share the collection, enter a user's name or email in the **Type to add people or groups** field [1], then click the user's name [2]. You can repeat this process to add as many users as necessary.

Added users display in the **Shared with** section [3].

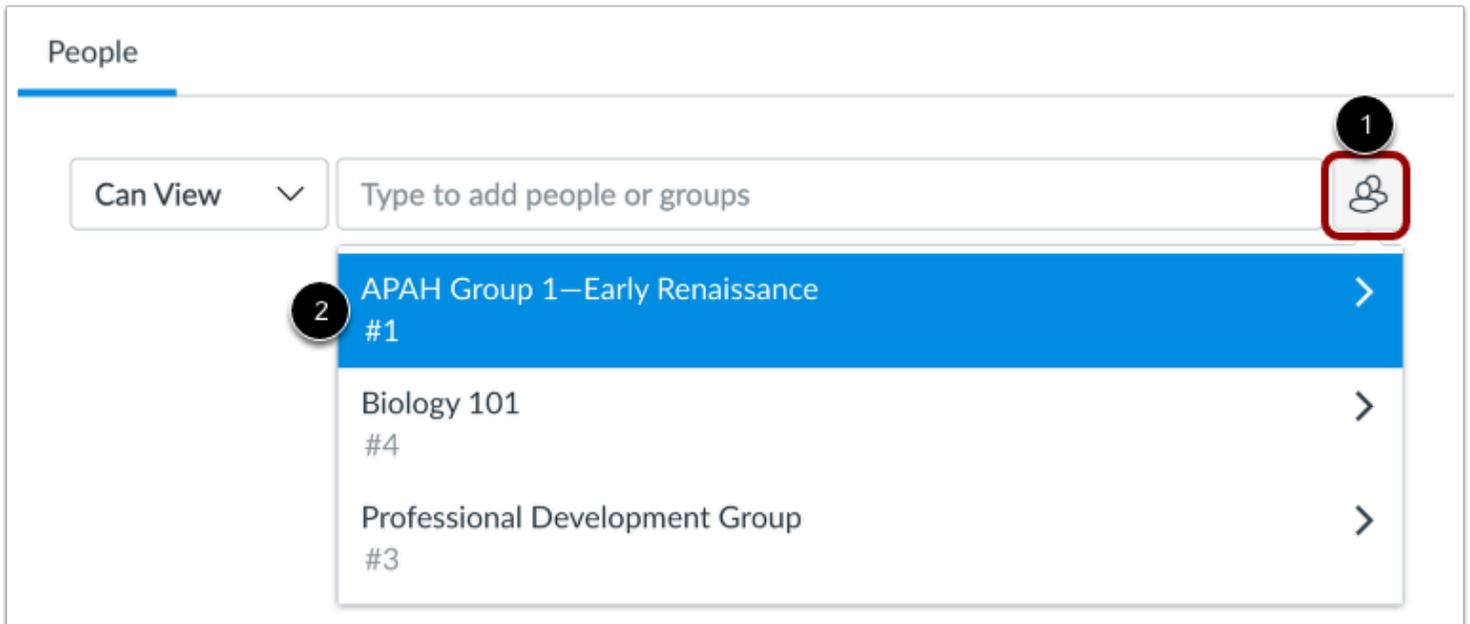
Add Groups



To share the collection with a group, enter the group name or ID number in the **Type to add people or groups** field [1]. Then select the group name [2].

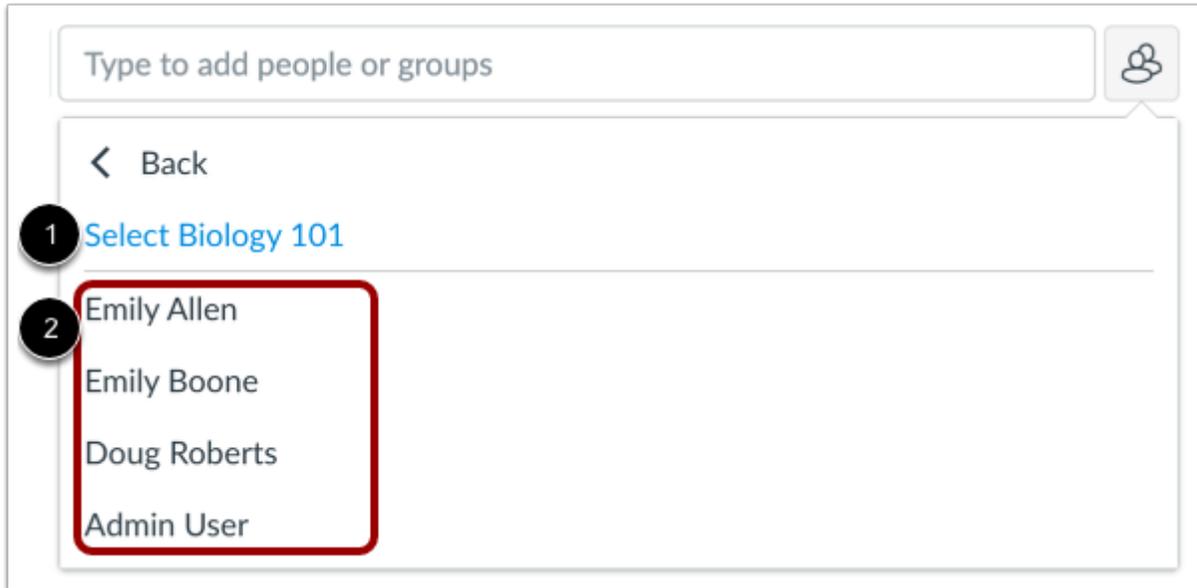
Alternatively, you can add groups or specific group members from the **Groups** icon [3].

View Group Members



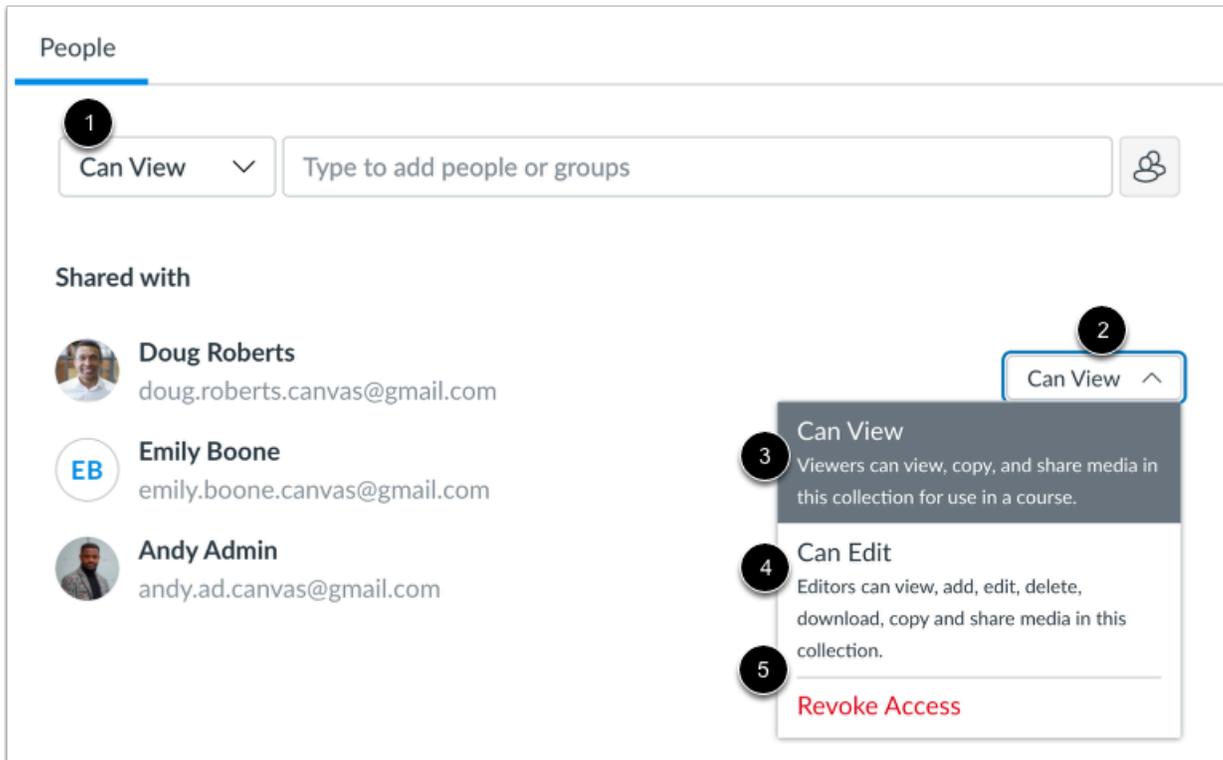
To add individual members from one of your groups, click the **Groups** icon [1]. Then click a group name link [2].

Select Group Members



In the group list, you can share with the group [1], or you can click a user name to share with individual users in the group [2].

Manage Media Access



The screenshot shows the 'People' section of a Canvas interface. At the top, there is a 'Can View' dropdown menu (1) and a search box labeled 'Type to add people or groups'. Below this, the 'Shared with' section lists three users: Doug Roberts, Emily Boone, and Andy Admin. A dropdown menu (2) is open for Doug Roberts, showing three options: 'Can View' (3), 'Can Edit' (4), and 'Revoke Access' (5). The 'Can View' option is highlighted.

By default, Studio allows others to view your shared collection. However, you can allow others to edit your shared collection.

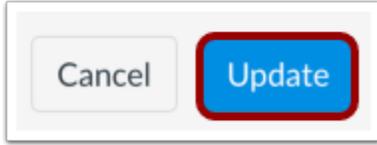
To manage shared access when sharing your collection, click the **Sharing Access** drop-down menu [1]. Alternatively, you can manage shared access for individual users. In the Shared with section, click the user's **Sharing Access** drop-down menu [2].

To allow another user to view, copy, and share media in the collection, select the **Can View** option [3].

To allow another user to view, add, edit, delete, download, copy, and share media in the collection, select the **Can Edit** option [4].

To remove a user's shared access, select the **Revoke Access** option [5].

Update Shared Media



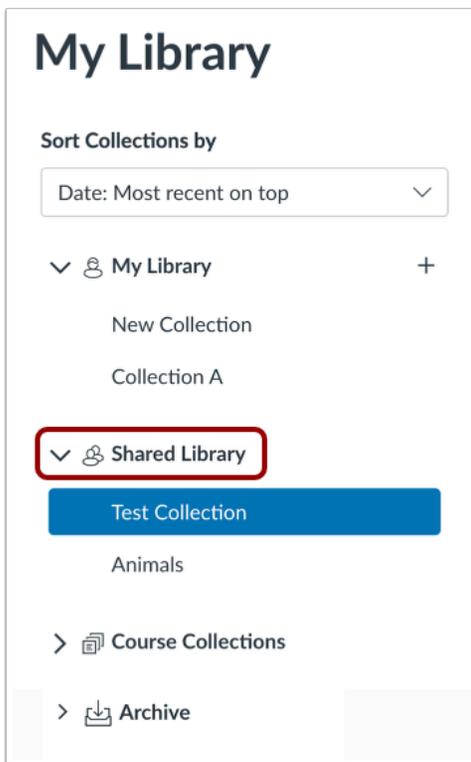
To share the collection with the selected users, click the **Update** button.

How do I view and manage collections shared with me and others in Canvas Studio?

You can view collections shared with you in your Shared Library. If a collection is shared, you can view the list of groups and individuals with whom it is also shared.

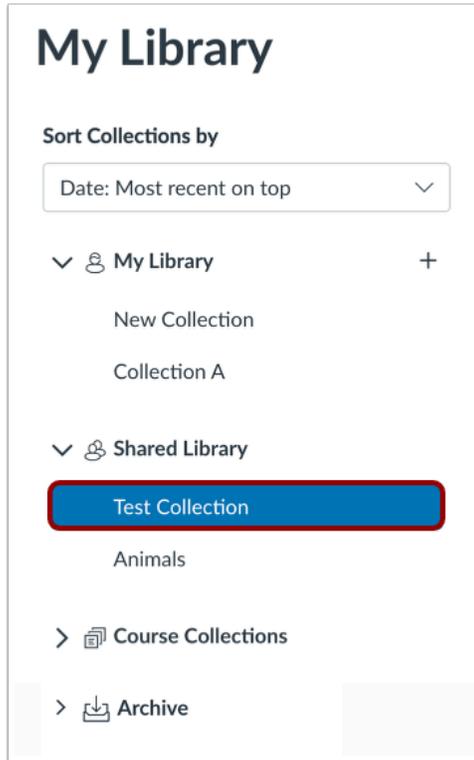
From the Shared Library list, you can manage your shared access, including removing your own access. If you added the collection to Studio, or if you can edit a the collection that is shared with you, you can also manage shared access for all others with whom the collection is shared.

Open Shared Library



In the Studio Navigation menu, click the **Shared Library** drop-down menu.

Open Collection



My Library

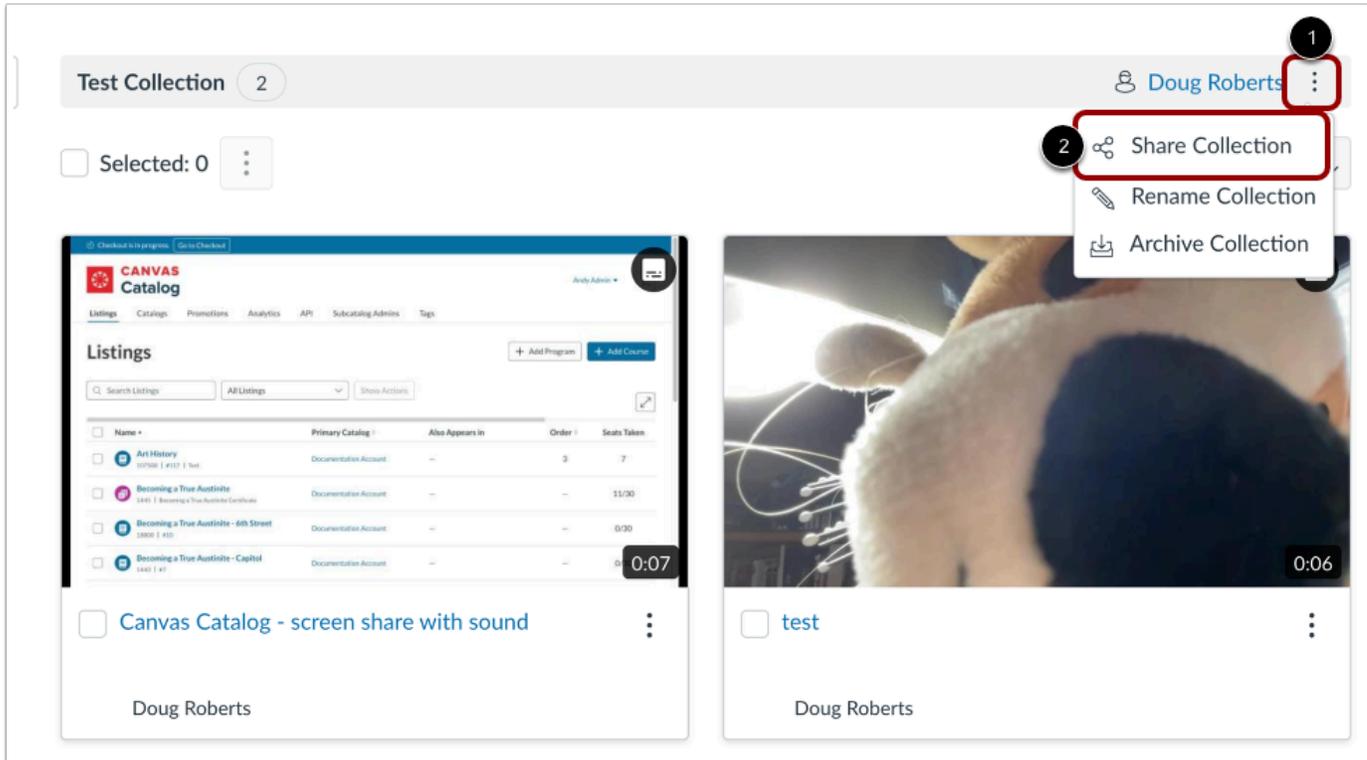
Sort Collections by

Date: Most recent on top

- My Library
 - New Collection
 - Collection A
- Shared Library
 - Test Collection**
 - Animals
- Course Collections
- Archive

To open a collection, click the collection name link.

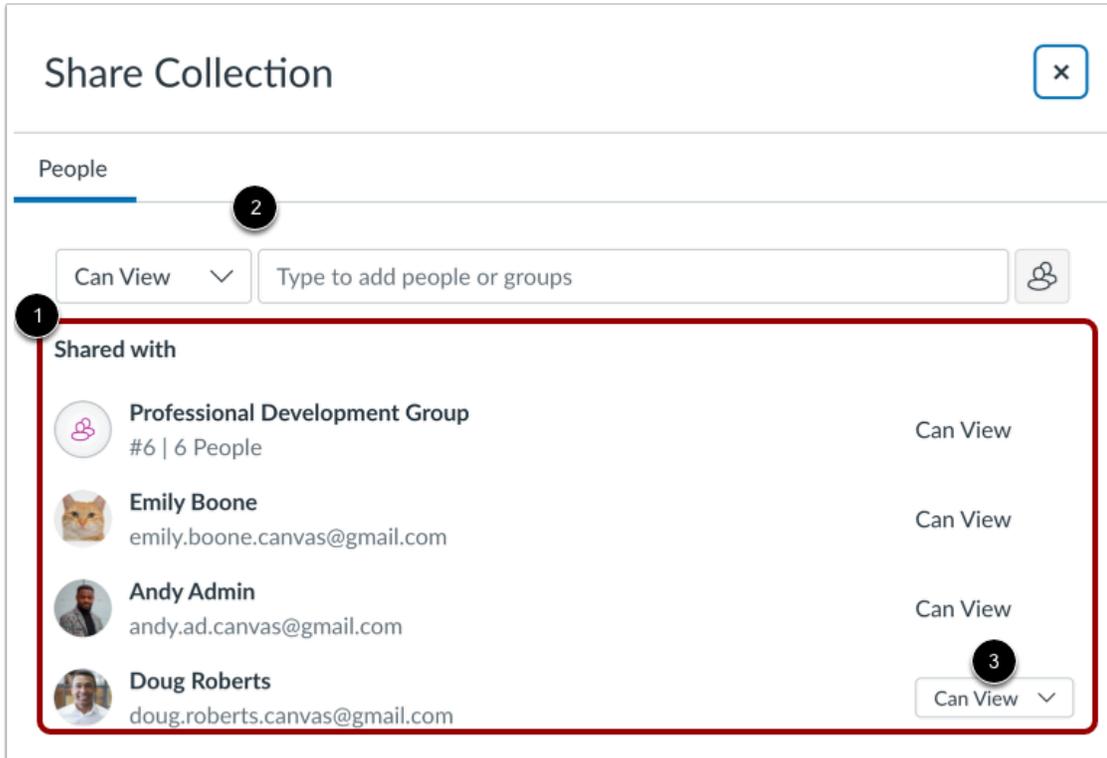
Share Collection



The screenshot shows the Canvas Studio interface. At the top, there is a header for the collection named "Test Collection" with a count of 2 items. To the right of the header, the user's name "Doug Roberts" is displayed with an options icon (three dots) next to it, labeled with a circled "1". A dropdown menu is open from this icon, showing three options: "Share Collection" (with a link icon), "Rename Collection" (with a pencil icon), and "Archive Collection" (with a trash icon). The "Share Collection" option is highlighted with a red box and labeled with a circled "2". Below the header, there are two items in the collection. The first item is a screen share titled "Canvas Catalog - screen share with sound" with a duration of 0:07. The second item is a video titled "test" with a duration of 0:06. Both items have their own options icons (three dots) to the right.

In the Collection window, click the **Options** icon [1]. Then click the **Share Collection** link [2].

View Shared With List



Share Collection

People

Can View ▾ Type to add people or groups

Shared with

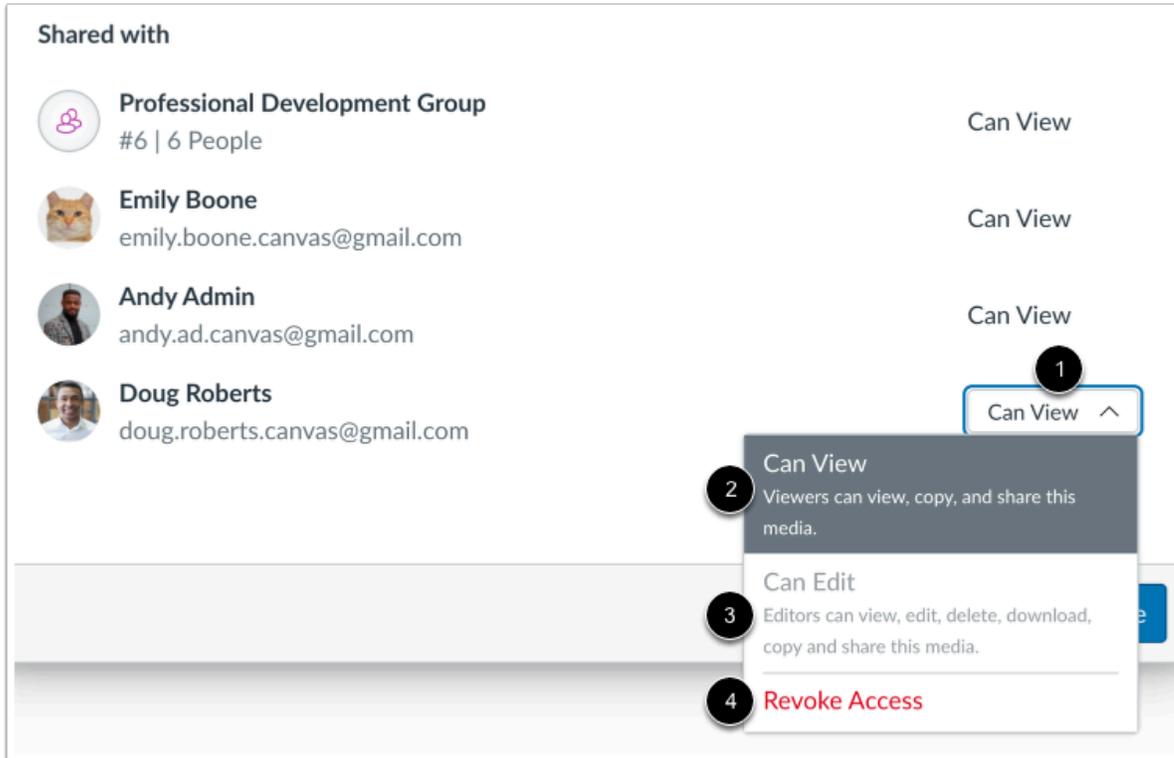
- Professional Development Group
#6 | 6 People Can View
- Emily Boone
emily.boone.canvas@gmail.com Can View
- Andy Admin
andy.ad.canvas@gmail.com Can View
- Doug Roberts
doug.roberts.canvas@gmail.com Can View ▾

View the groups and individuals with whom the collection is shared in the **Shared with** list [1].

You can also share the collection with other [users and groups](#) [2].

Note: If the collection is shared to you with **Can View** access only [3], you can share the collection with other users and groups. However, you can only share it with Can View access.

Manage Media Access



Shared with

| User/Group | Access Level |
|--|--------------|
|  Professional Development Group #6 6 People | Can View |
|  Emily Boone emily.boone.canvas@gmail.com | Can View |
|  Andy Admin andy.ad.canvas@gmail.com | Can View |
|  Doug Roberts doug.roberts.canvas@gmail.com | Can View |

1. Can View ^

2. **Can View**
Viewers can view, copy, and share this media.

3. **Can Edit**
Editors can view, edit, delete, download, copy and share this media.

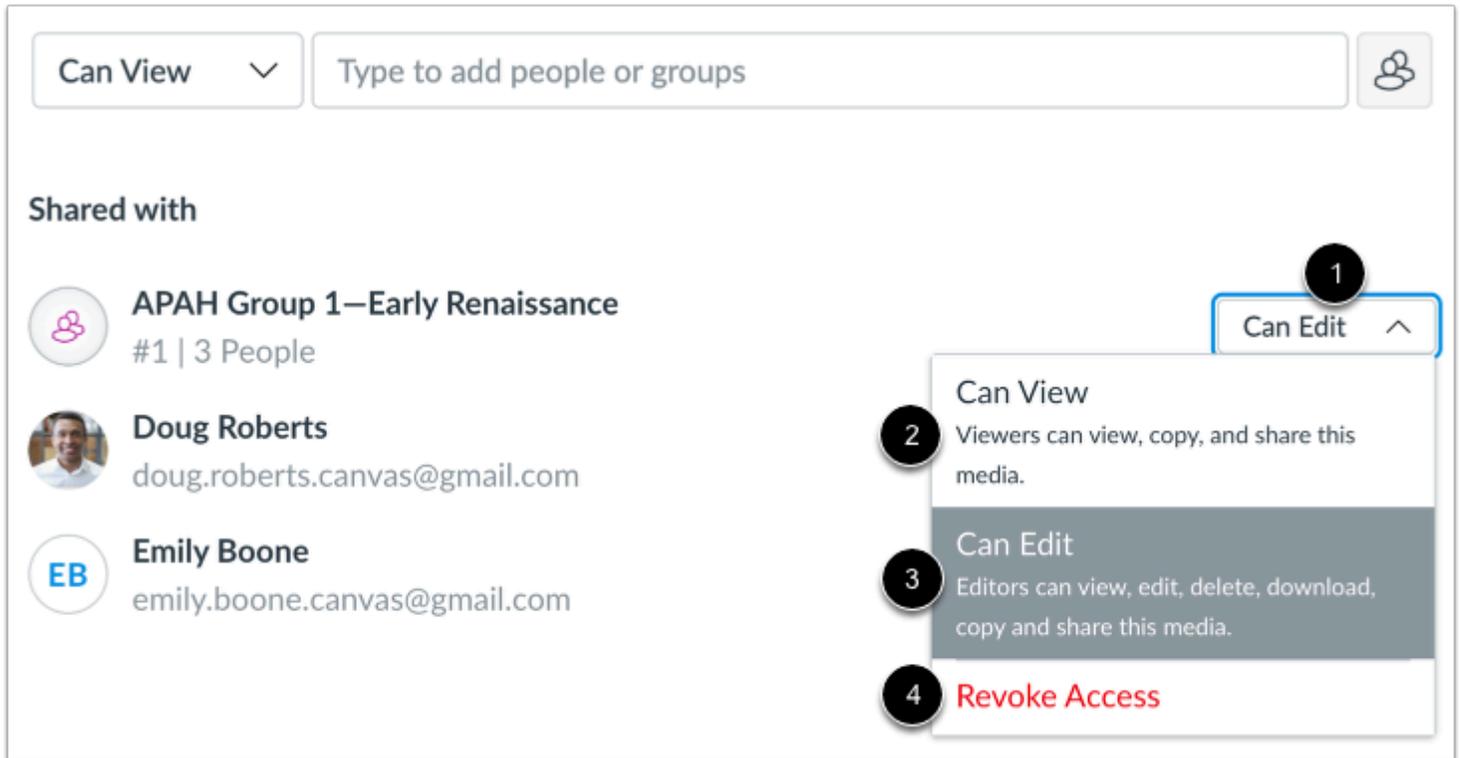
4. **Revoke Access**

To manage your own access to the collection, click the **Sharing Access** drop-down menu [1].

If the file was shared to you with **Can View** access [2], you cannot select the the **Can Edit** option [3].

To remove your shared access, click the **Revoke Access** option [4].

Manage Others' Media Access



The screenshot shows the 'Shared with' section of a Canvas interface. At the top, there is a 'Can View' dropdown menu and a search bar labeled 'Type to add people or groups'. Below this, a list of users is shown under the heading 'Shared with':

- APAH Group 1—Early Renaissance** (#1 | 3 People)
- Doug Roberts** (doug.roberts.canvas@gmail.com)
- Emily Boone** (emily.boone.canvas@gmail.com)

A dropdown menu is open for the 'APAH Group 1—Early Renaissance' entry, showing three options:

- Can Edit** (highlighted in blue)
- Can View** (Viewers can view, copy, and share this media.)
- Can Edit** (Editors can view, edit, delete, download, copy and share this media.)
- Revoke Access** (in red text)

If you added the collection to Studio or if it is shared to you with edit access, you can manage others' shared access.

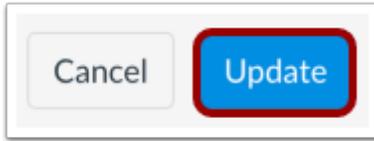
In the Shared with section, locate the user or group in the list. Then click the **Sharing Access** drop-down menu [1].

To allow another user to view, copy, and share the collection, select the **Can View** option [2].

To allow another user to view, edit, delete, download, copy, and share the collection, select the **Can Edit** option [3].

To remove a user's shared access, click the **Revoke Access** option [4].

Update Shared Media



Click the **Update** button.

Studio Media Tabs

How do I edit details and tags for Canvas Studio media?

After you upload a video or audio file, you can edit the media details and add tags.

Details include the title and description of the media. Descriptions do not appear anywhere in Canvas Studio, but the content in the description is used to locate the media files when users search for them.

Tags help organize the media and also act as search terms to help users find relevant media.

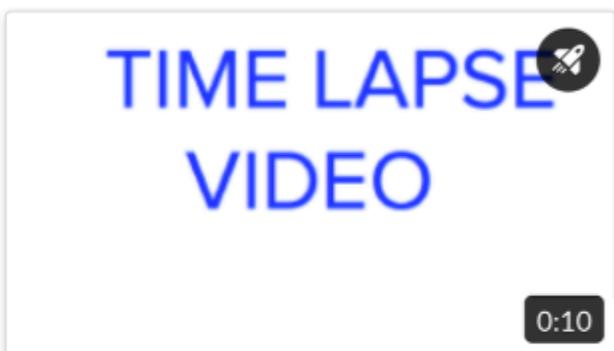
Open Media

Selected: 0 ⋮ 🗪 ☰ ↕



[Mountains and Clouds Time Lapse](#) ⋮

 Andy Adamovich



[Clouds Time Lapse](#) ⋮

 Andy Adamovich

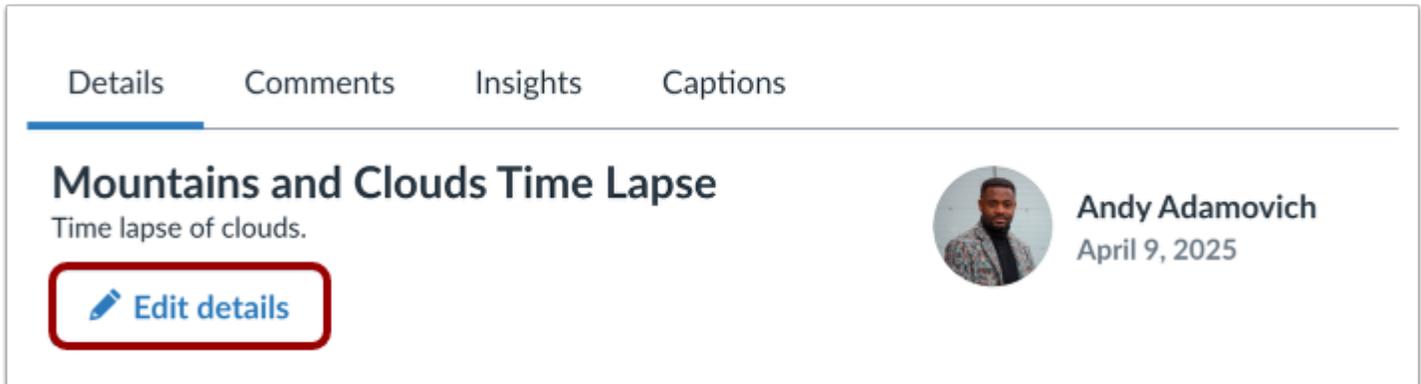
Locate the media and then click the media thumbnail.

Open Details

Details Comments Insights Captions

Click the **Details** tab.

Edit Details



Click the **Edit details** button.

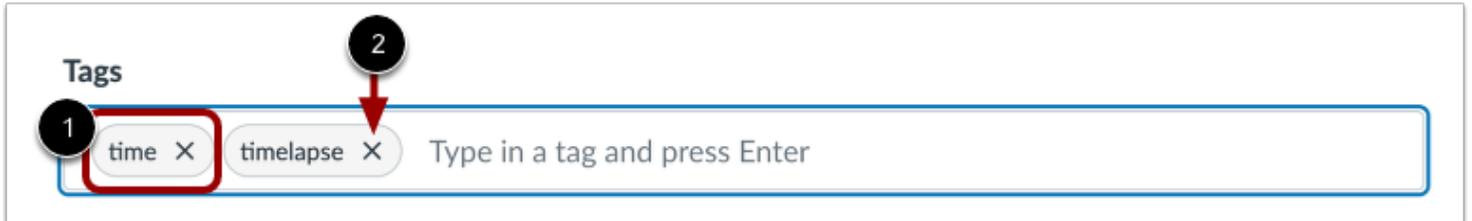
Edit Title and Description



Enter or edit the media title in the **Title** field [1].

Add or edit a short description for the media in the **Description** field [2].

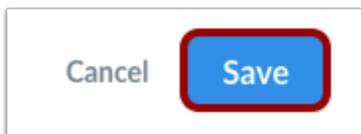
Add Tags



Existing tags display in the **Tags** field [1]. To add a tag, type in the tag and press enter on your keyboard.

To remove an existing tag, click the **Remove** icon [2].

Save Details



Click the **Save** button.

How do I add comments or replies to Canvas Studio media?

You can add comments directly to a video or audio file to create commentary or ask questions. You can edit or delete your comments if necessary.

You can also reply to a comment that has been posted in the timeline. Currently, comment replies only support one reply level. You cannot reply to another user's reply.

Note: Users with editing rights can delete any comment at any time.

Open Media

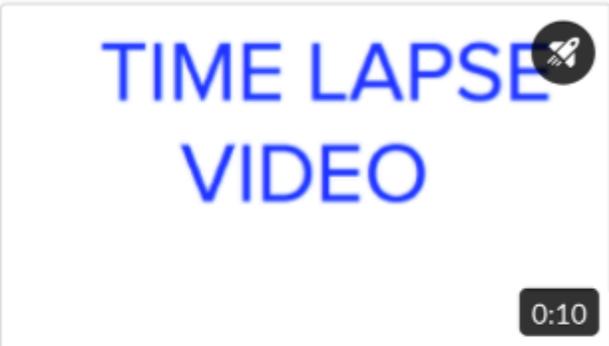
Selected: 0 



[Mountains and Clouds Time Lapse](#) 

 Andy Adamovich

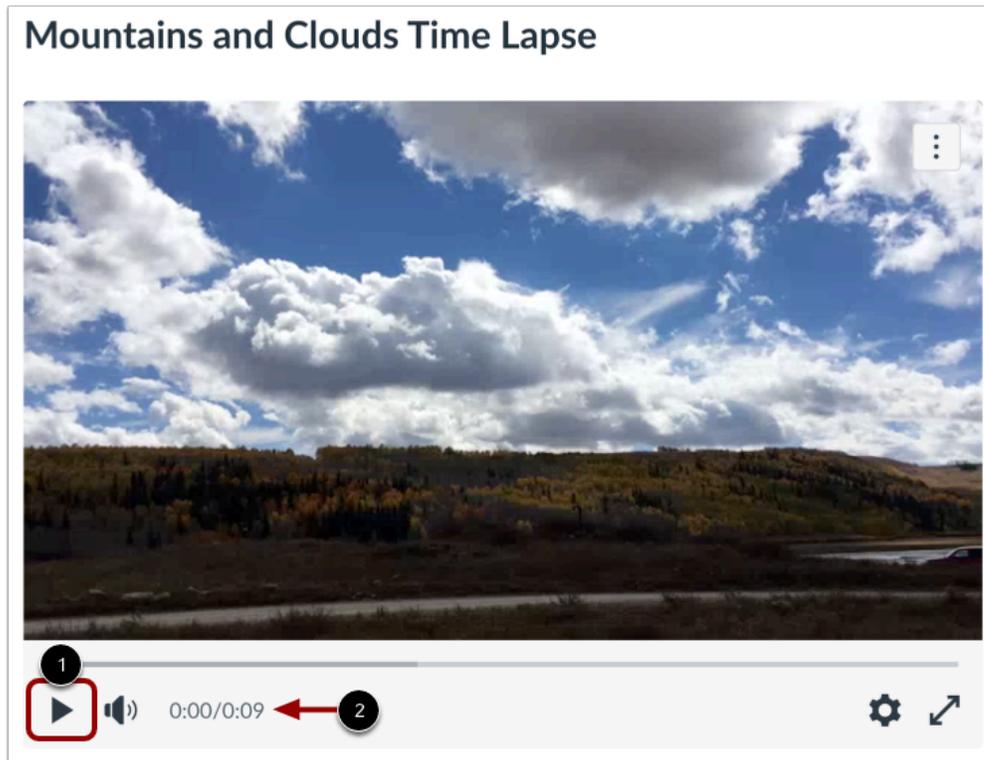


[Clouds Time Lapse](#) 

 Andy Adamovich

Locate the media and then click the media thumbnail.

Play Media



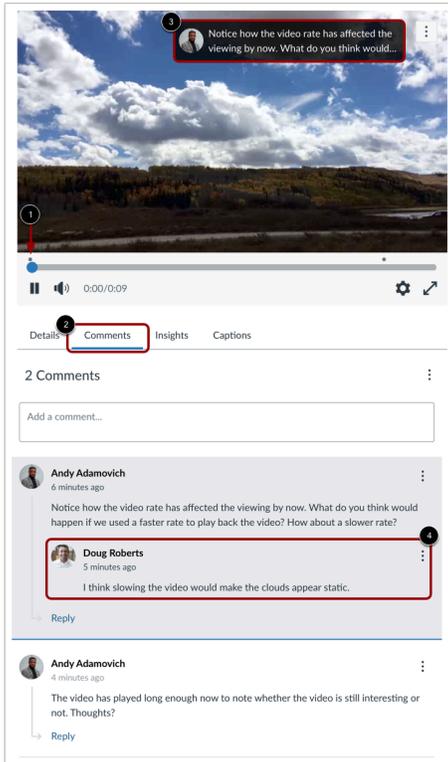
To play the media file, click the **Play** button [1]. The timeline displays the total length of the media [2].

View Timeline



To pause the media as it plays, click the **Pause** button [1]. As the media plays, the bar acts as a timer for the media [2]. Starting with 00:00, the numbers change to show the elapsed time in the media [3].

View Comments

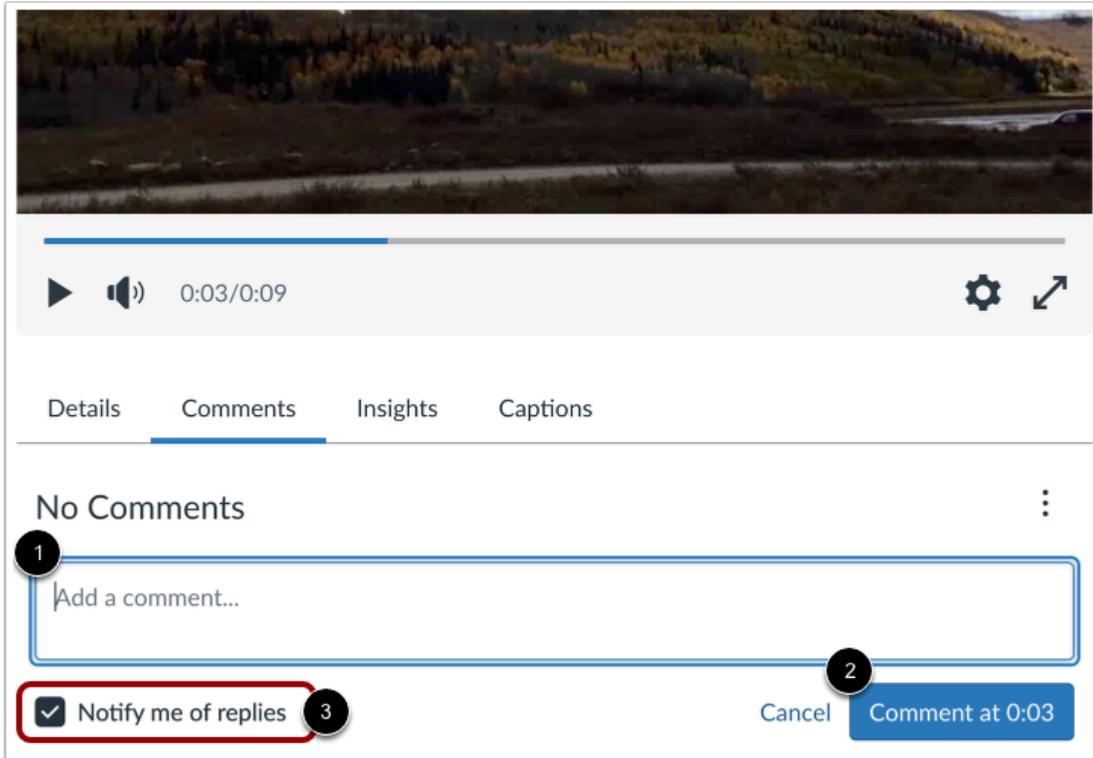


Timeline dots indicate comments added by a user [1].

To view the comments, click the **Comments** tab [2]. A comment then displays in the media player [3]. Comments are arranged chronologically by time and are highlighted as they appear in the media timeline.

Comments can also include replies from other users [4]. Studio displays the first five replies. However, if a comment includes more than five replies, you can load additional replies.

Add Comment

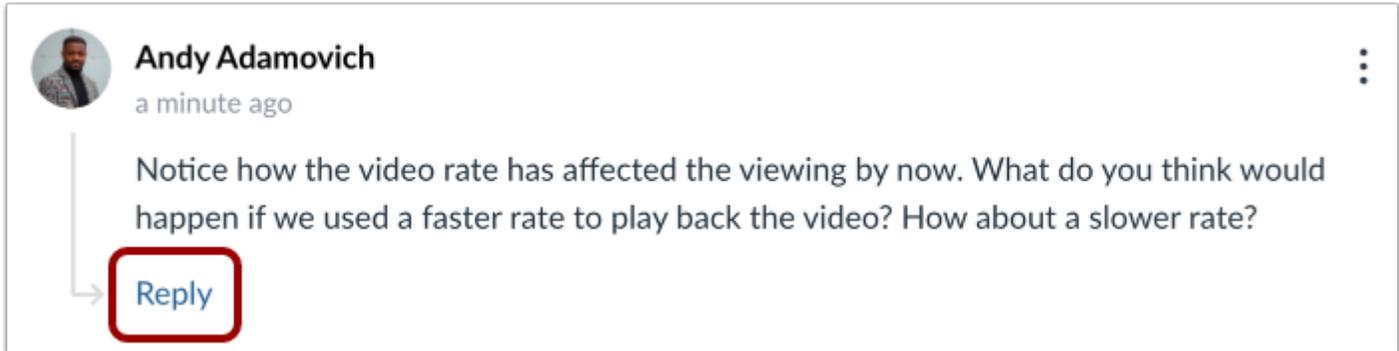


To add a comment in the media timeline, enter your comment in the **Comment** field [1]. As soon as you start typing, the media automatically pauses.

When ready to add your comment, click the **Comment at Time** button [2]. The button displays the timestamp where your comment displays in the media timeline.

By default, you get notified of replies to your comment. To disable this feature, deselect the **Notify me of replies** checkbox [3].

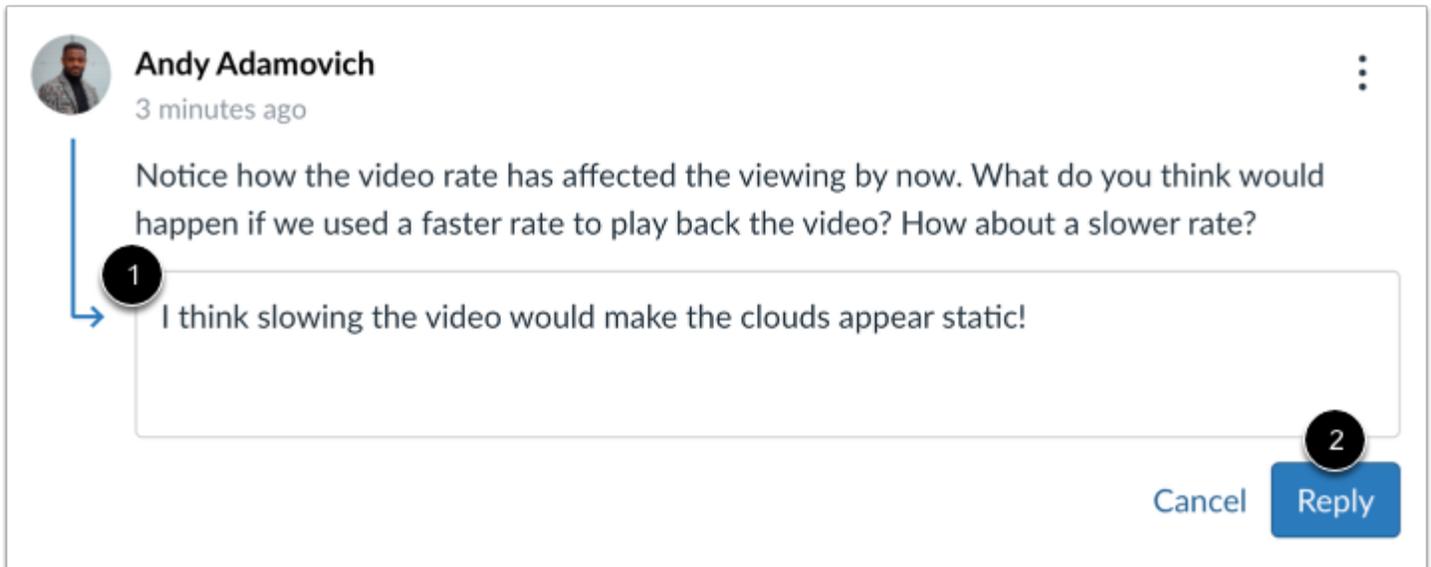
Create Comment Reply



A screenshot of a comment interface. At the top left is a circular profile picture of a man. To its right, the name "Andy Adamovich" is displayed in bold, followed by "a minute ago" in a smaller font. On the far right is a vertical ellipsis menu icon. Below the name and time is the comment text: "Notice how the video rate has affected the viewing by now. What do you think would happen if we used a faster rate to play back the video? How about a slower rate?". At the bottom left of the comment area, there is a blue "Reply" button with a white arrow pointing to the right. This button is highlighted with a red rounded rectangle.

If you just want to leave a reply to an existing comment, locate the comment and click the **Reply** link.

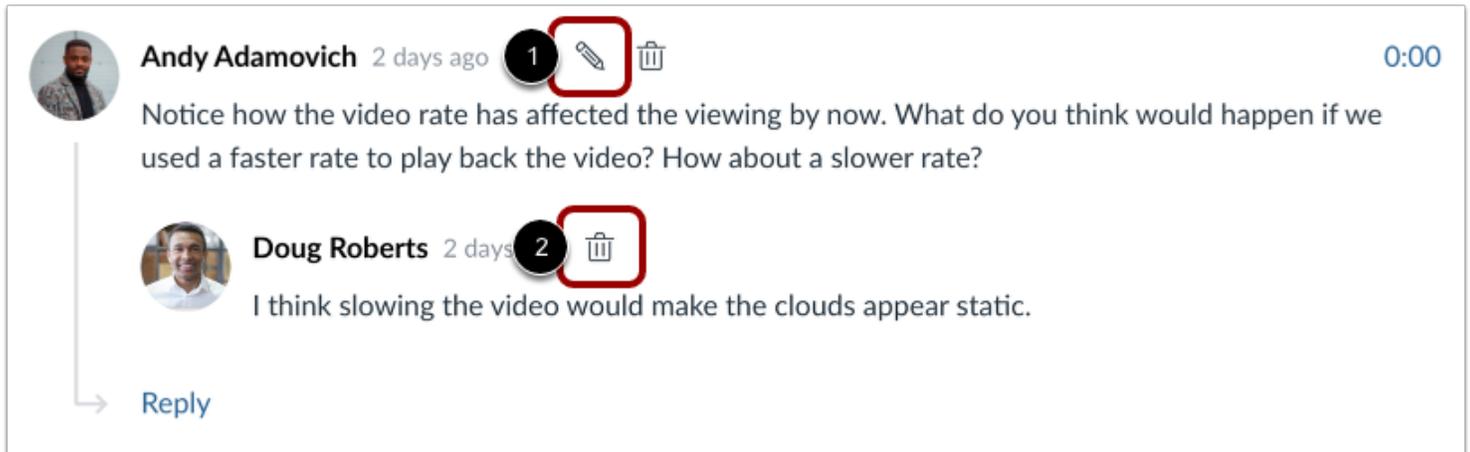
Save Reply



A screenshot of the same comment interface as above, but now showing a reply in progress. The comment text is the same. Below the comment text is a large white text input field with a blue border. A blue arrow points from the left side of the input field to the comment text, and a black circle with the number "1" is placed at the start of the arrow. The input field contains the text: "I think slowing the video would make the clouds appear static!". At the bottom right of the input field, there are two buttons: a grey "Cancel" button and a blue "Reply" button. A black circle with the number "2" is placed above the "Reply" button.

Enter your reply in the reply field [1]. Then click the **Reply** button [2].

Manage Comments



The screenshot shows a comment thread in Canvas. The top comment is by Andy Adamovich, posted 2 days ago, with a duration of 0:00. It contains the text: "Notice how the video rate has affected the viewing by now. What do you think would happen if we used a faster rate to play back the video? How about a slower rate?". To the right of the comment is a circular icon with the number '1' and a pencil icon, which is highlighted with a red square. Below the first comment is a reply by Doug Roberts, also posted 2 days ago. It contains the text: "I think slowing the video would make the clouds appear static.". To the right of this comment is a circular icon with the number '2' and a trash can icon, which is also highlighted with a red square. At the bottom left of the comment area is a "Reply" button with a right-pointing arrow.

To [edit your comment](#), click the **Edit** icon [1].

To [delete a comment](#), click the **Delete** icon [2].

Note: Deleting your comment retains your name and shows that the comment has been deleted. Deleted comments cannot be recovered.

How do I add auto-generated captions to my media file in Canvas Studio?

In Canvas Studio auto-generated captions are added to your uploaded media by default. The automatic tool uses technology to transcribe media file language with 85% accuracy. Automatic captioning can also be set to auto-publish; this feature is turned off by default. Unless the settings have been locked by your district, you can manage your auto-captioning and auto-publishing settings in the [Personal settings menu](#).

Auto-generated captions are not available for YouTube or Vimeo media uploads. For these media types, you can [upload caption files](#) or [create captions manually](#). For other media types uploaded before March 25, 2024, automatic captioning can be added to the media file by request.

If professional captioning is available in your district, the Professional option is available in the Captions request window. Professional captioning uses a human captioner who transcribes media files with up to 99% accuracy.

Auto-generated captioning is supported for the following languages: Arabic, Chinese (Simplified), Czech, Danish, Dutch, English, French, German, Italian, Japanese, Korean, Latvian, Lithuanian, Norwegian, Polish, Portuguese, Russian, Spanish, Swedish, and Turkish.

Notes:

- If auto-captioning and auto-publish settings cannot be changed in your user account, they have been set and locked by your district.
- After Canvas Studio Media contains captions, other users can [download the transcript](#) of the media.
- Professional captioning is only available if your district contracts with professional captioning services Verbit or Cielo24.
- If the professional captioning option does not display in the Captions request window, professional captioning is not currently available in your district. Contact your admin for more information.

Open Media

Selected: 0 ⋮ ⌘ ☰ ↕



[Perazzi Eating Plants](#) ⋮

 Andy Adamovich

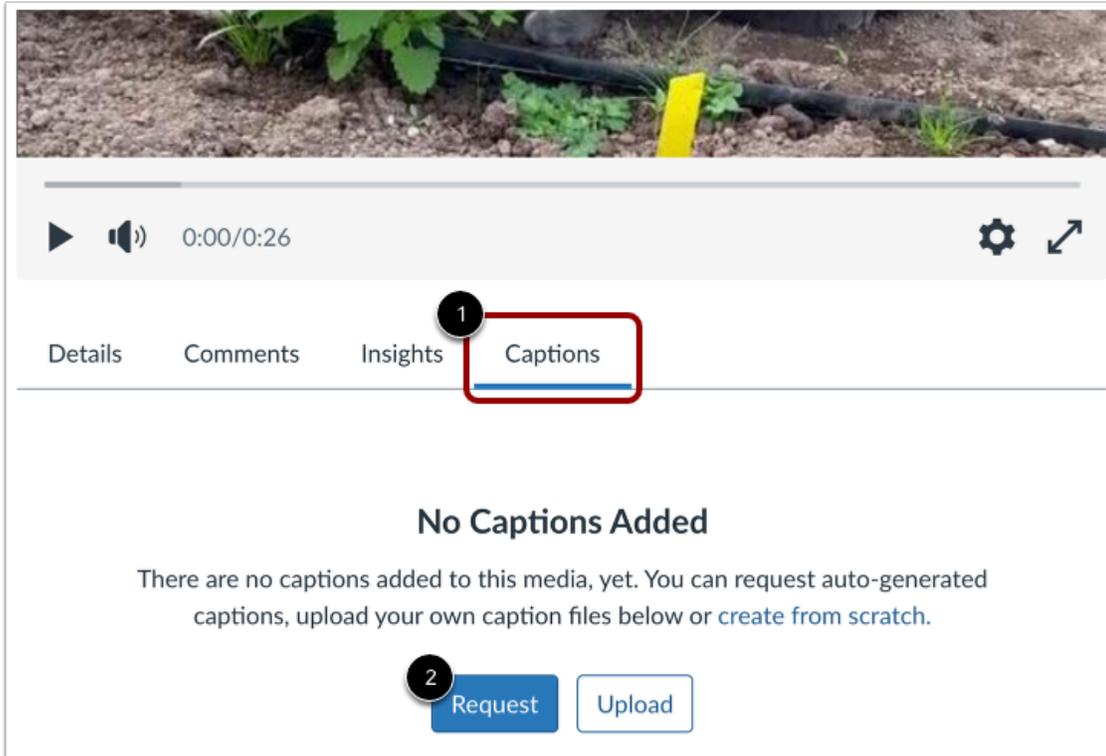


[Mountains and Clouds Time Lapse](#) ⋮

 Andy Adamovich

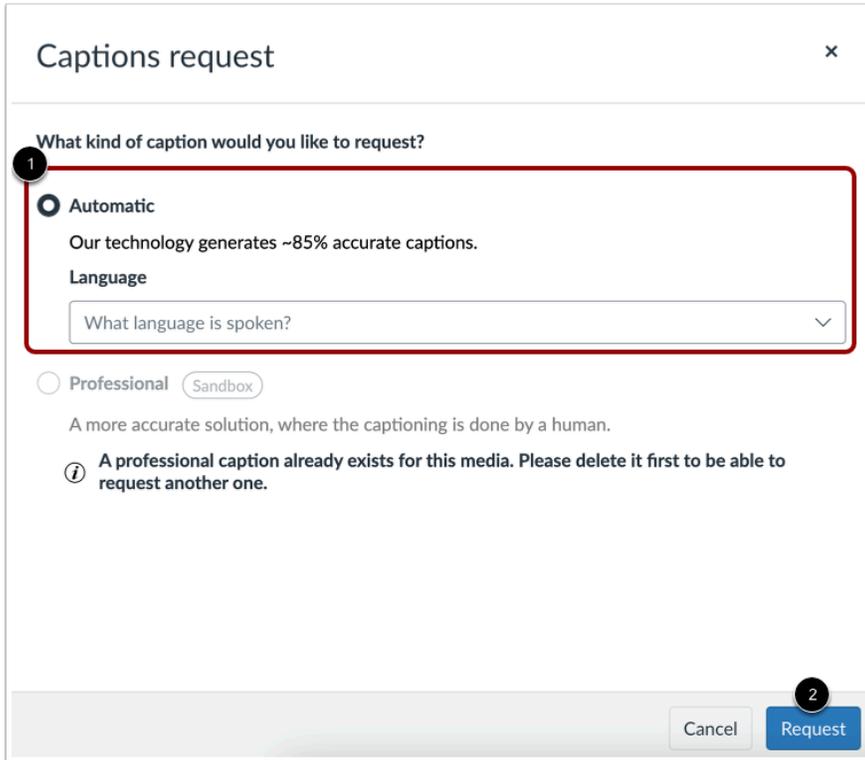
Locate the media and then click the media thumbnail.

Open Captions



To request automatic captioning for media uploaded before March 25, 2024, click the **Captions** tab [1]. To request a caption transcript, click the **Request** button [2].

Request Automatic Captions



Captions request

What kind of caption would you like to request?

Automatic
Our technology generates ~85% accurate captions.
Language
What language is spoken?

Professional Sandbox
A more accurate solution, where the captioning is done by a human.

i A professional caption already exists for this media. Please delete it first to be able to request another one.

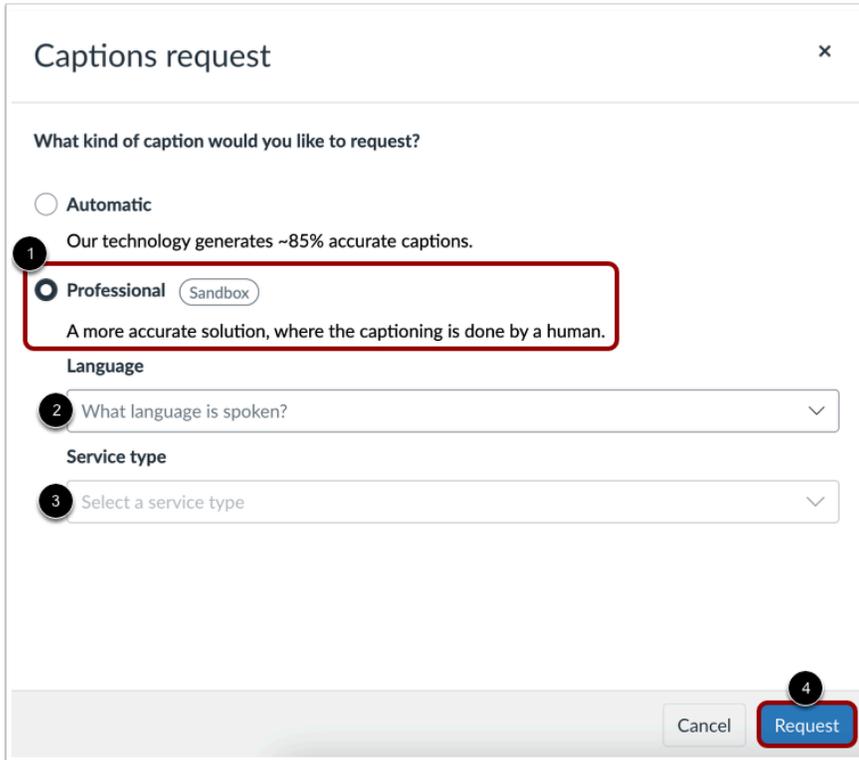
Cancel Request

To select the language spoken in the file, click the **Language** drop-down menu [1].

To confirm your request, click the **Request** button [2].

Notes: If the professional captioning option does not display in the Captions request window, professional captioning is not currently available in your district.

Request Professional Captions



Captions request

What kind of caption would you like to request?

Automatic
Our technology generates ~85% accurate captions.

Professional Sandbox
A more accurate solution, where the captioning is done by a human.

Language

What language is spoken?

Service type

Select a service type

Cancel Request

If professional human captioning is available in your district, the Professional option displays. To select professional captioning, click the **Professional** radio button [1].

To select the language spoken in the media file, click the **Language** drop-down menu [2].

Captioning service types vary based on the captioning provider. To select a service type from the services available from your district's provider, click the **Service type** drop-down menu [3].

To confirm your request, click the **Request** button [4].

View Queued Caption Request



The screenshot shows the 'Captions' tab in the Canvas Studio interface. At the top, there are tabs for 'Details', 'Comments', 'Insights', and 'Captions'. Below the tabs is a 'Manage captions' section with a '+ New Caption' button. A table lists three caption requests:

| Language | Status | Count |
|------------------------|---------------|-------|
| English (Automatic) | Not published | 3 |
| English (Professional) | Failed | 1 |
| Japanese (Automatic) | Processing | 2 |

View the queued caption requests.

Caption requests that are in progress display the Processing status marker [1].

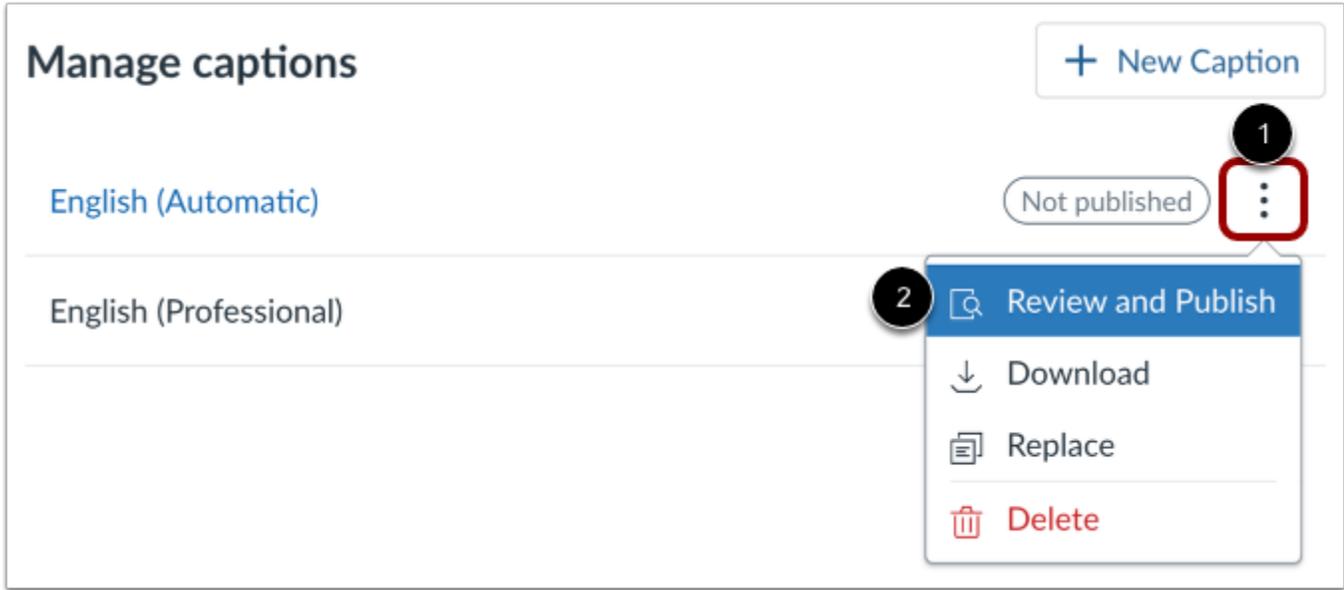
Caption requests that have been denied or failed display the Failed status marker [2].

Once the automatic captions are generated, the **Not published** status displays [3]. For the captions to display, you must [review and publish the caption file](#).

Notes:

- Canvas Studio allows one automatic and one professional captioning file per language, per media file.
- You will receive an email notification when the caption transcript is complete.

Review and Publish Automatic Caption File



Manage captions

+ New Caption

English (Automatic) Not published

English (Professional)

Review and Publish

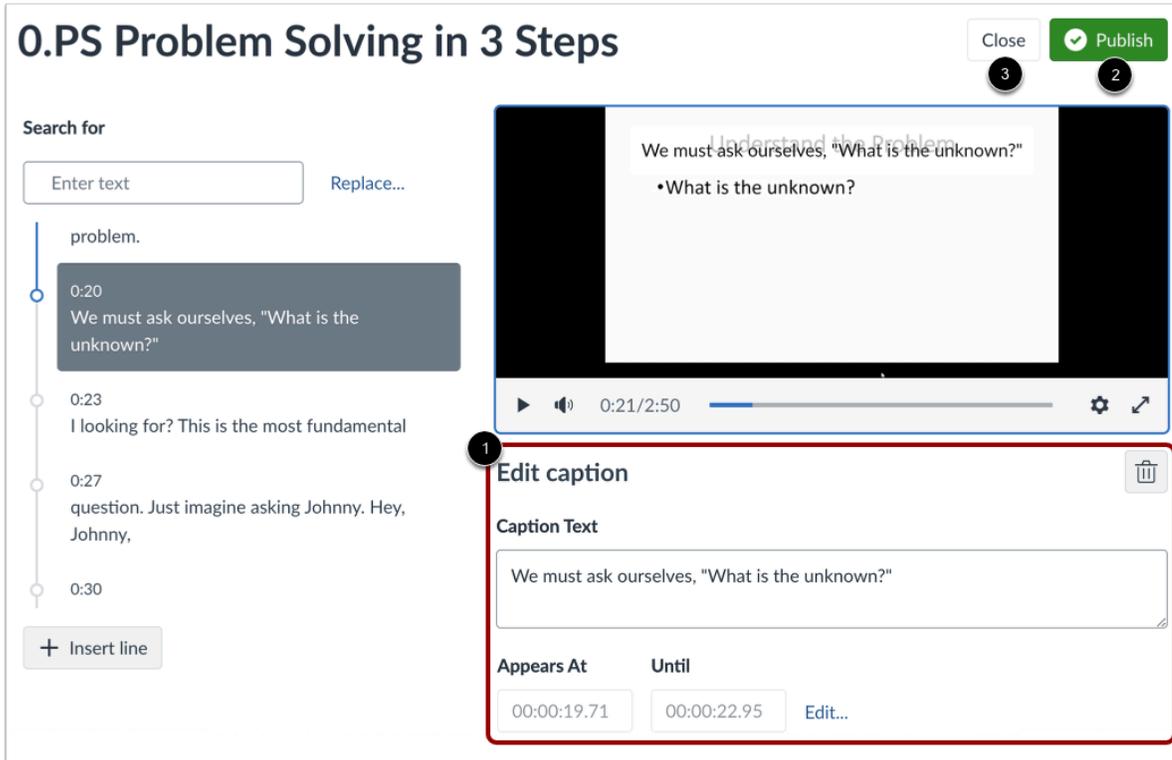
Download

Replace

Delete

To review and publish the caption file, click the **Options** icon [1]. Then, click the **Review and Publish** link [2].

Review Caption File



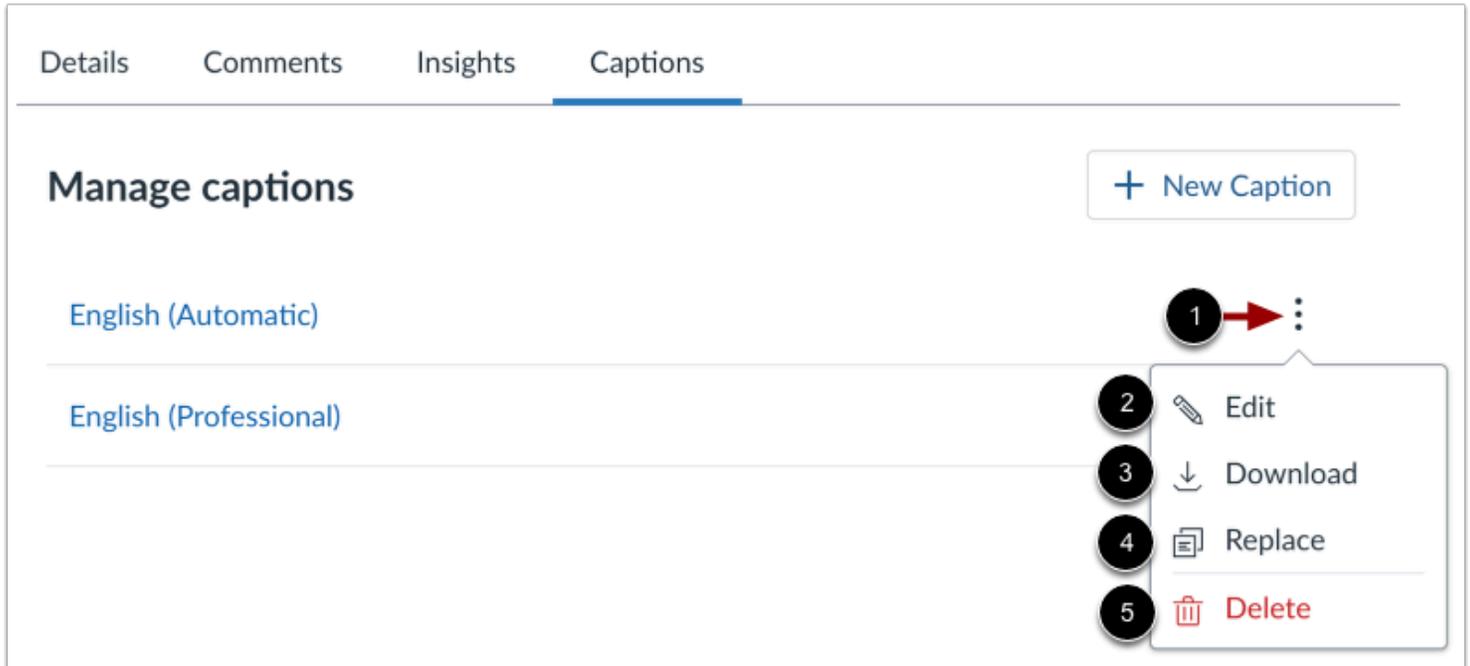
The screenshot displays the Canvas Studio interface for editing video captions. On the left, a search bar and a list of video segments are visible. The main area shows a video player with a subtitle 'Understand the Problem' and a bullet point '•What is the unknown?'. The video player has a 'Close' button (3) and a 'Publish' button (2) in the top right corner. An 'Edit caption' window (1) is overlaid on the video player, showing the caption text 'We must ask ourselves, "What is the unknown?"' and the time range '00:00:19.71' to '00:00:22.95'. The editor has a red border and a '1' in a circle next to the 'Edit caption' title.

If you are using automatic captions, you can make any necessary [edits to the caption file](#) in the caption editor [1].

To publish the captions, click the **Publish** button [2].

To close the caption editor without publishing, click the **Close** button [3].

Manage Published Captions

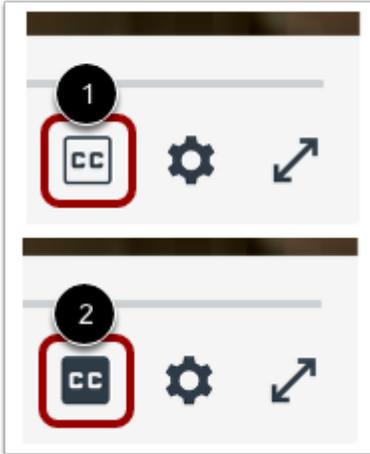


The screenshot shows the 'Manage captions' interface in Canvas Studio. At the top, there are tabs for 'Details', 'Comments', 'Insights', and 'Captions', with 'Captions' being the active tab. Below the tabs, the heading 'Manage captions' is displayed on the left, and a '+ New Caption' button is on the right. A list of captions is shown below, with two entries: 'English (Automatic)' and 'English (Professional)'. A context menu is open over the 'English (Automatic)' entry, showing four options: 'Edit' (2), 'Download' (3), 'Replace' (4), and 'Delete' (5). A red arrow points to the options icon (1) next to the 'English (Automatic)' entry.

To manage published captions, click the **Options** icon [1]. To review or edit captions, click the **Edit** link [2]. To download the caption file, click the **Download** link [3]. To replace the caption file with a file from your computer, click the **Replace** link [4]. To delete the caption file, click the **Delete** link [5].

Note: Canvas Studio caption files download as SRT files. After downloading, you can convert caption files into word processing files on most computers.

Enable Captions



By default, captions are turned off [1]. To turn on captions in the media, click the **Toggle Captions On** icon [2].

Notes:

- The Toggle Captions On icon only displays if the media has captions.
- The captions icon is accessible from the Settings menu on screens that are 480px wide or smaller.

How do I upload a caption file in Canvas Studio?

In Canvas Studio, you can upload caption files for your media.

You can upload the following file types:

- SRT files, the most common transcript file type
- VTT files, a more mobile-device-friendly transcript file type

Notes:

- You can upload a VTT file, but you cannot edit it in Studio's Caption Editor.
- YouTube and Vimeo media require a caption file upload, or they can be [captioned manually](#). For other media file types, you can also request [auto-captioning](#).
- By default, media uploaded to Canvas Studio from March 25, 2024 onwards includes auto-generated captions. However, YouTube and Vimeo media cannot be automatically captioned by Studio, and require either a caption file upload or manually created captions.
- For help creating a caption file outside of Studio, you can use a captioning site such as [Amara](#).

Open Media

Selected: 0 ⋮ ⌵ ☰ ↕



[Perazzi Eating Plants](#) ⋮

 Andy Adamovich

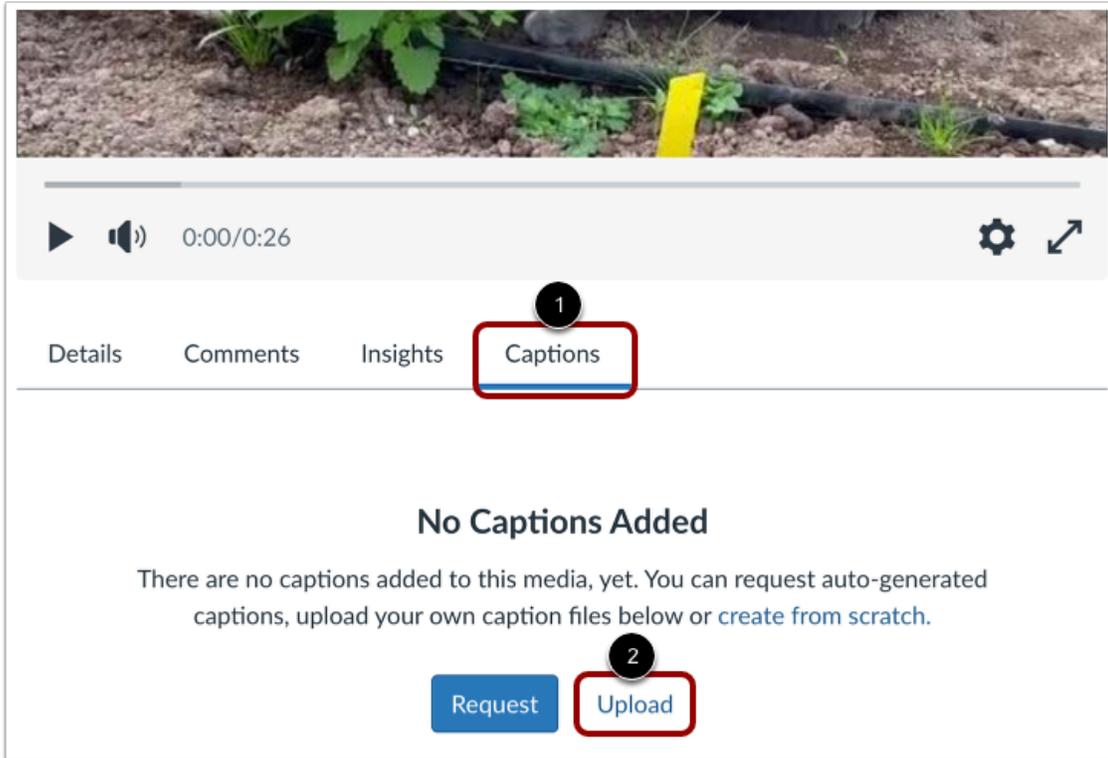


[Mountains and Clouds Time Lapse](#) ⋮

 Andy Adamovich

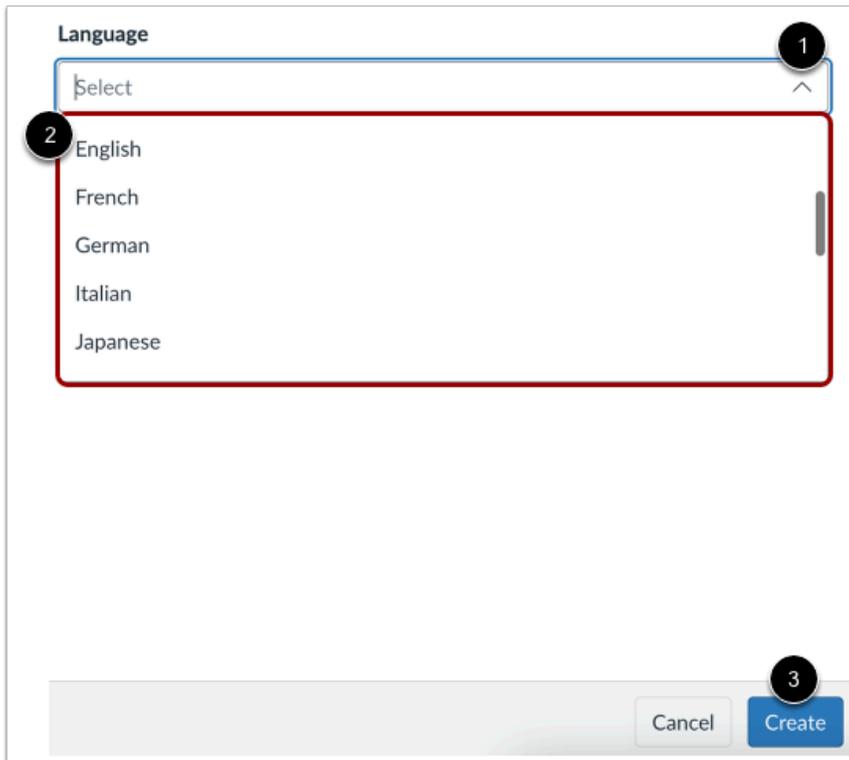
Locate the media and then click the media thumbnail.

Open Captions



Click the **Captions** tab [1]. Then, to upload a caption file, click the **Upload** button [2].

Select Caption File Language



Language

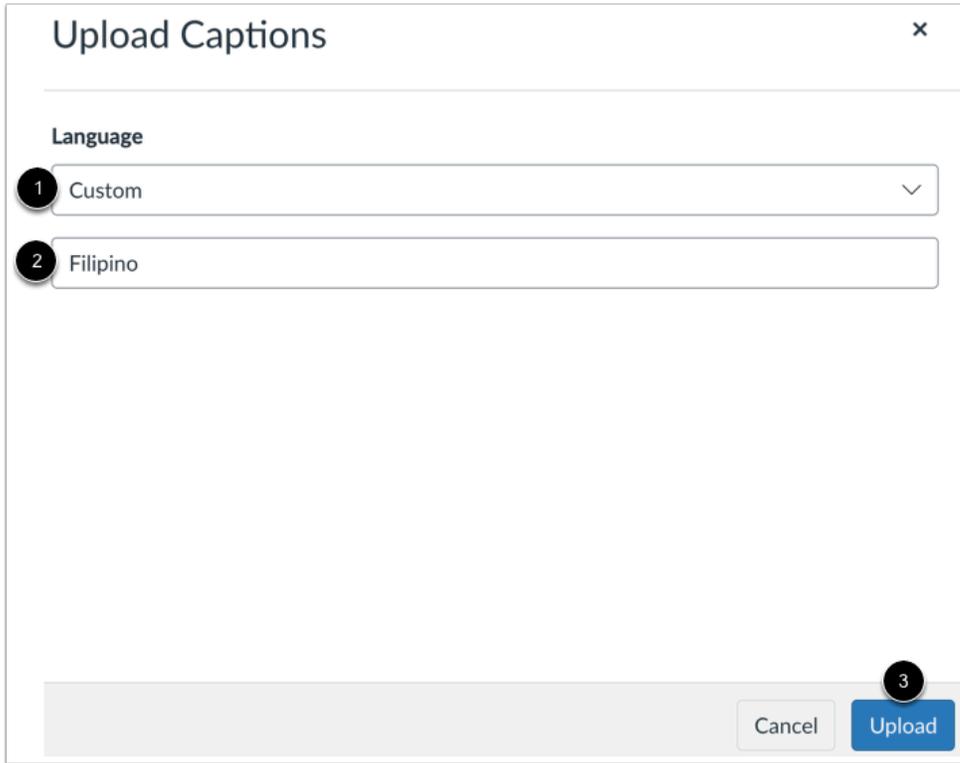
Select

- English
- French
- German
- Italian
- Japanese

Cancel Create

In the Upload Captions section, click the **Language** drop-down menu [1] and select the language used in your caption file [2]. Then, click the **Create** button [3].

Enter Custom Caption Language



Upload Captions

Language

1 Custom

2 Filipino

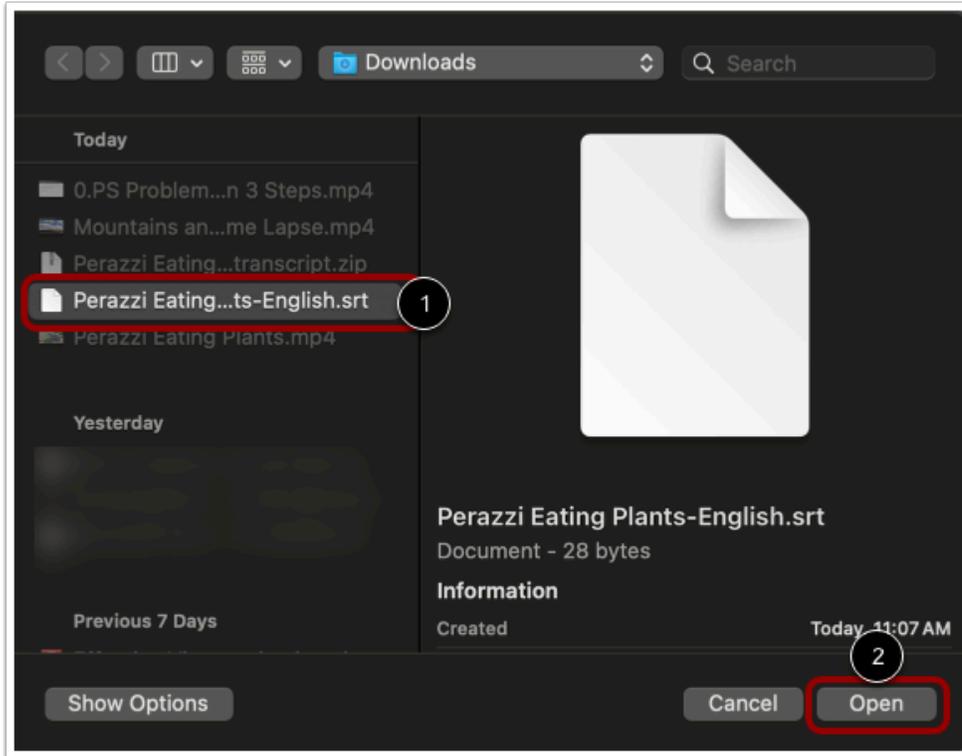
3

Cancel Upload

If Studio does not display the caption language in the list, click the **Custom** link [1].

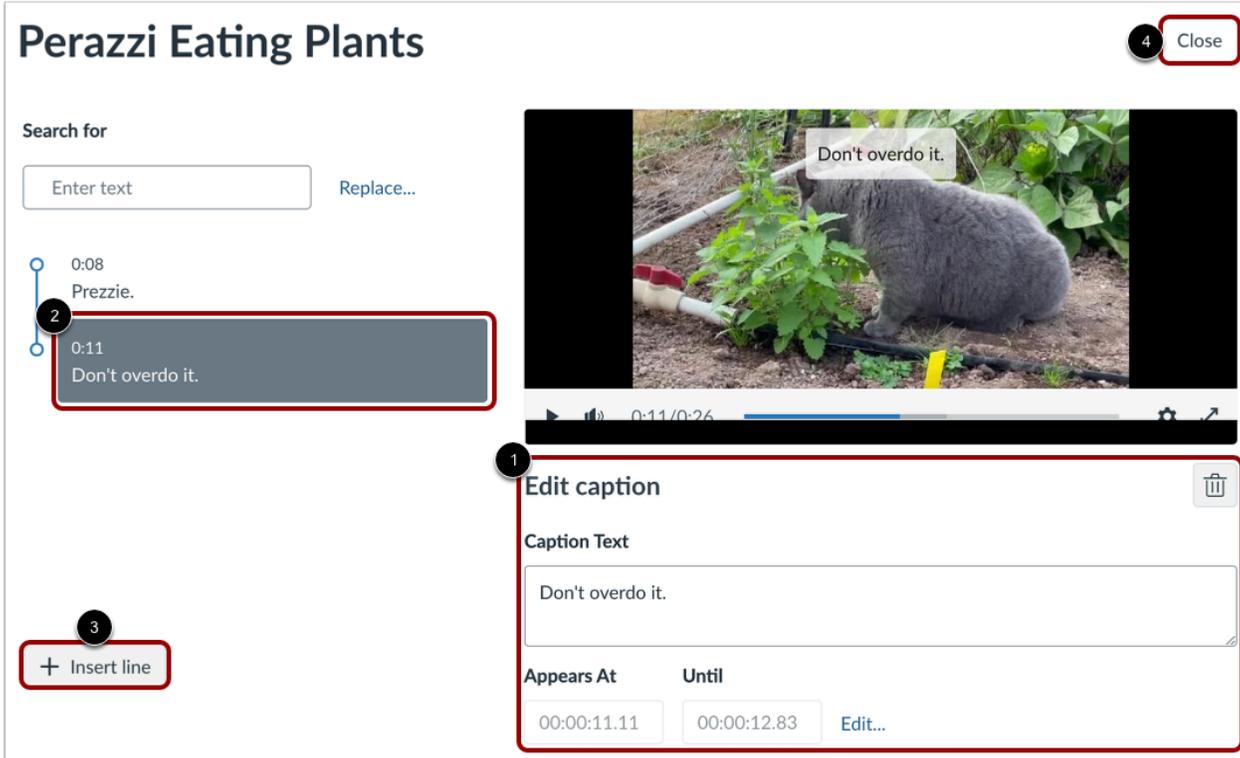
Enter the custom language name in the **Language** field [2], then click the **Upload** button [3].

Open File



Locate and select the file on your computer [1]. Then click the **Choose** or **Open** button [2].

Edit Captions



The screenshot shows the Canvas video caption editor interface. The video player displays a grey rabbit eating plants with a caption "Don't overdo it." at 0:11. The caption editor is open, showing the text "Don't overdo it." and time settings "Appears At: 00:00:11.11" and "Until: 00:00:12.83". A "Close" button is in the top right, and an "Insert line" button is in the bottom left.

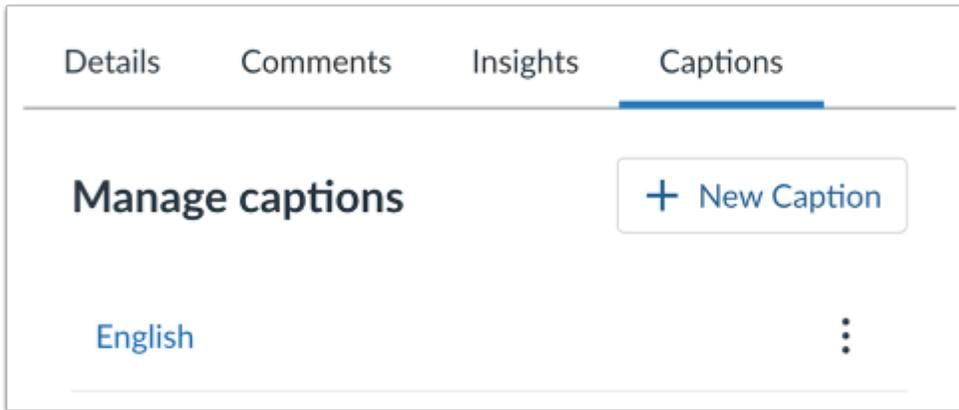
The caption editor displays. To make any changes to the uploaded caption file, [use the caption editor](#) [1].

To edit a caption line, click the caption [2].

To add a caption line, click the **Insert line** button [3].

When you are finished using the caption editor, click the **Close** button [4].

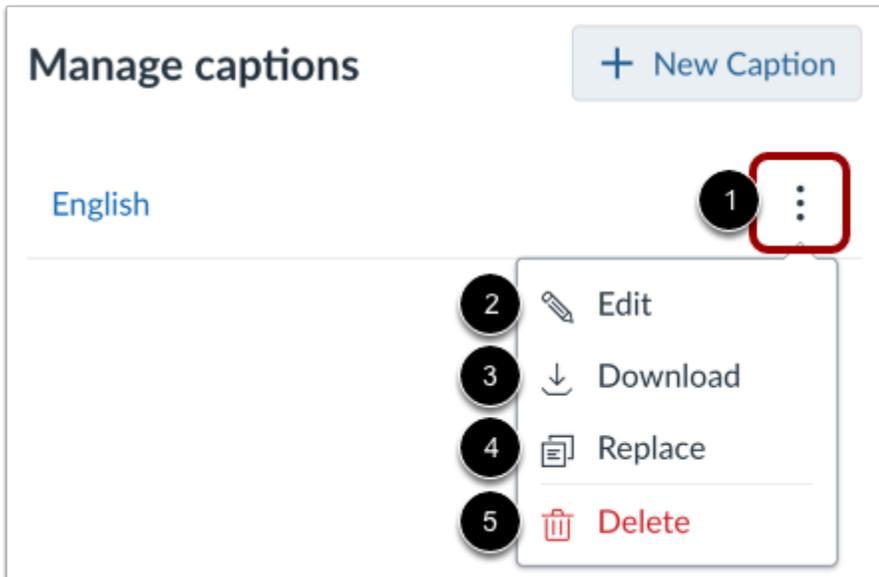
View Captions



Once uploaded, the caption file displays in the **Manage captions** section.

Note: A media file can have multiple caption files in different languages. However, a media file can only have one caption file per language.

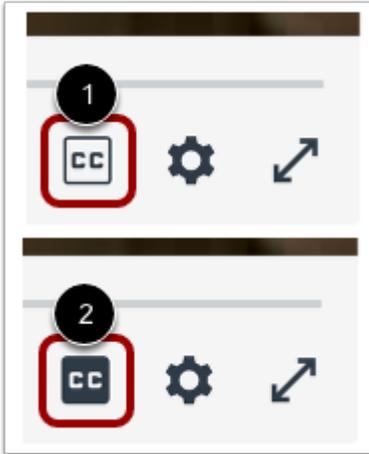
View Caption Options



To view options for a caption file, click the **Options** icon [1]. You can [edit](#) [2], download [3], replace [4], or delete [5] any caption file.

Note: Caption files download in the same file format that they were uploaded in (SRT or VTT). After downloading, you can convert caption files into word processing files on most computers.

Enable Captions



By default, captions are turned off [1]. To turn on captions in the media, click the **Toggle Captions On** icon [2].

Note: The Toggle Captions On icon only displays if the media has captions.

How do I create captions for media in Canvas Studio?

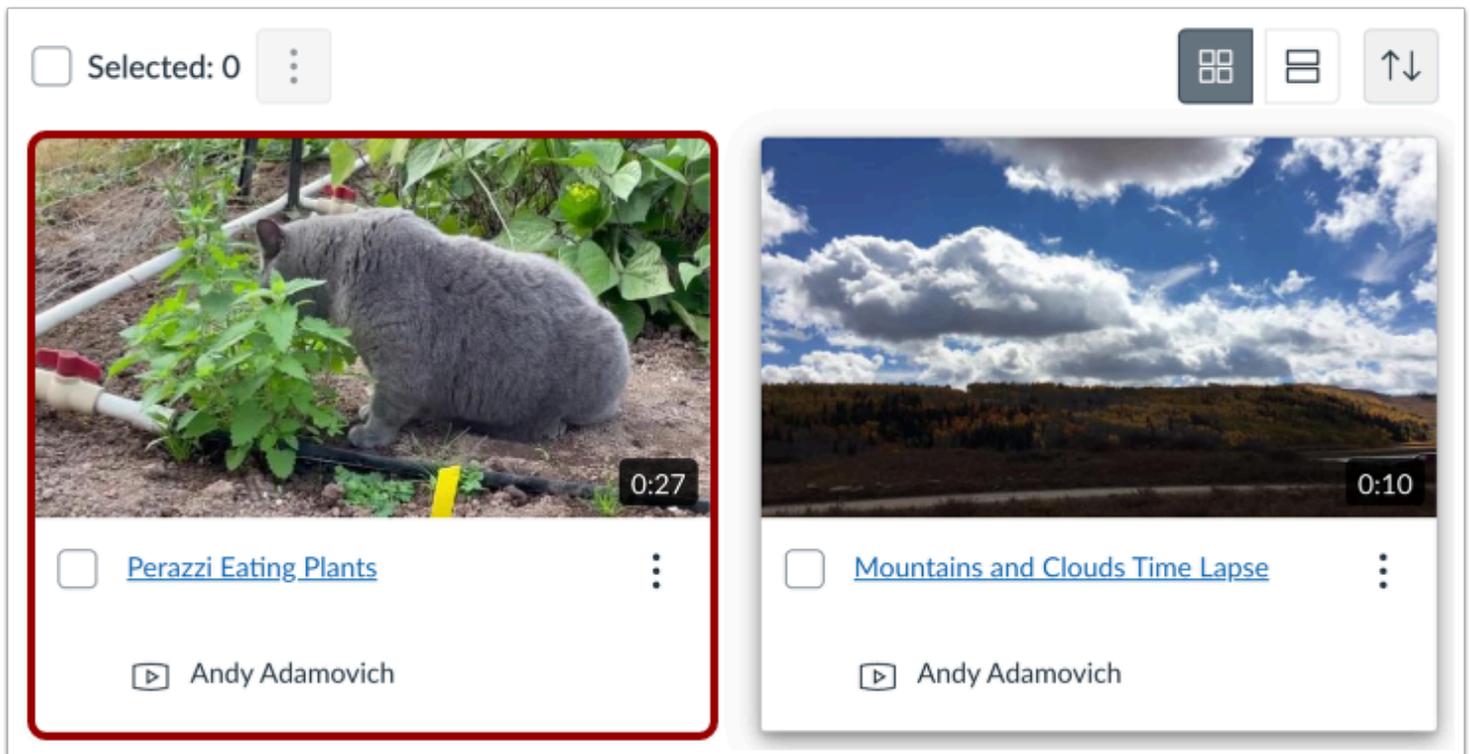
In Canvas Studio, you can manually add captions for your uploaded media and for media linked from YouTube and Vimeo. Using the Captions Editor, you can add caption lines that display on your video within specified time frames.

Once you add captions, a captions file is created. You can edit the captions file, download it, replace it, or delete it.

You can also [upload external caption files](#) or [request captions to be generated](#) for you.

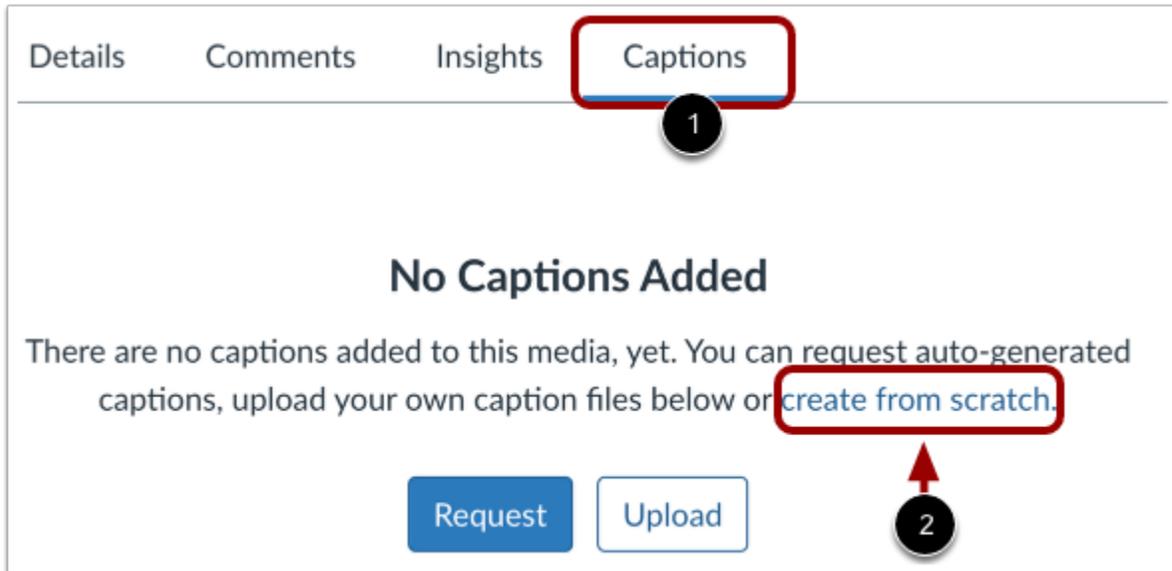
Note: Starting March 25, 2024, media uploaded to Canvas Studio includes auto-generated captions by default. However, YouTube and Vimeo media cannot be automatically captioned by Studio, and require either a caption file upload or manually created captions.

Open Media

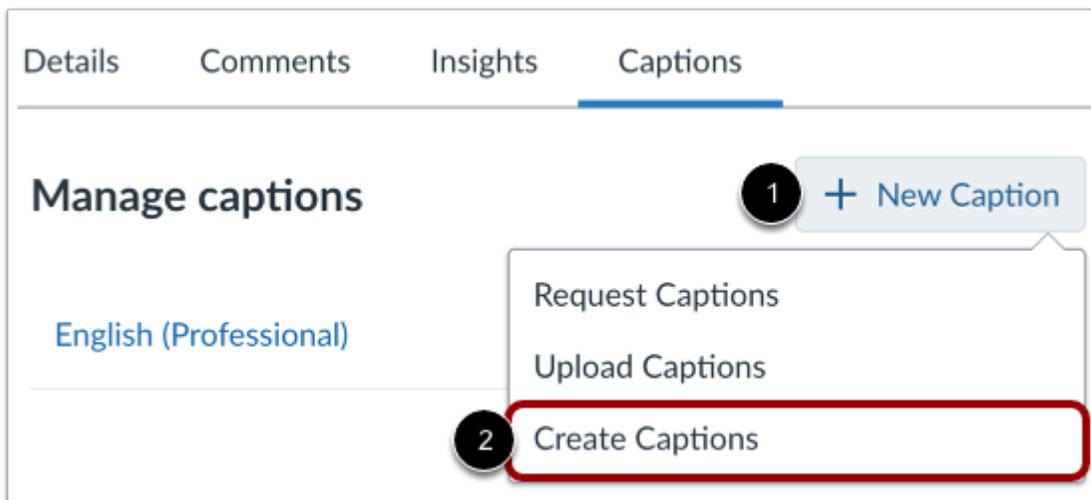


Locate the media and then click the media thumbnail.

Open Create Captions

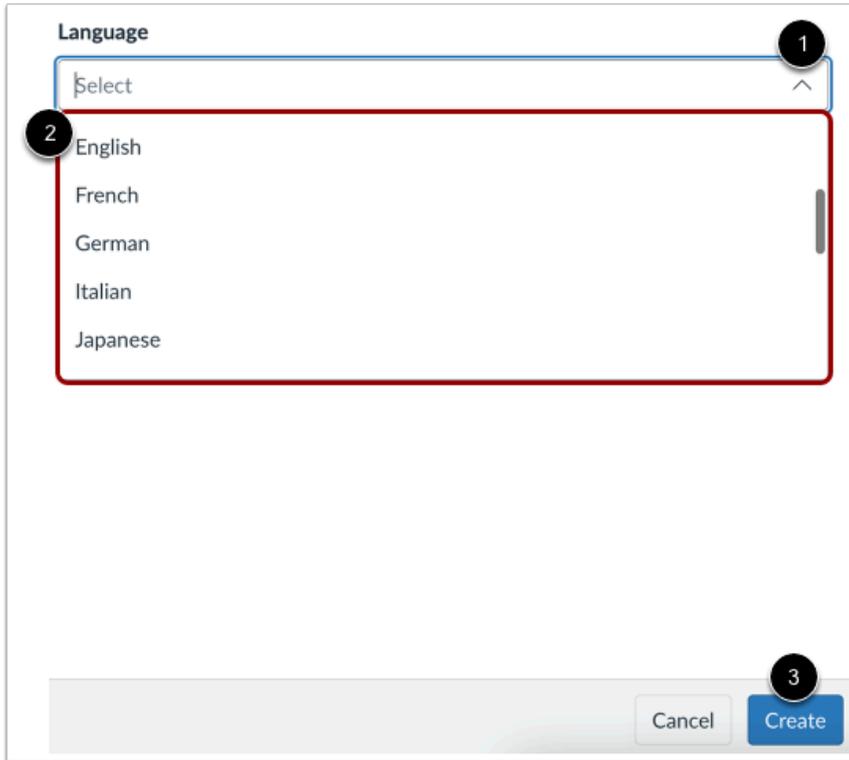


On the **Captions** tab [1], click the **create from scratch** link [2].



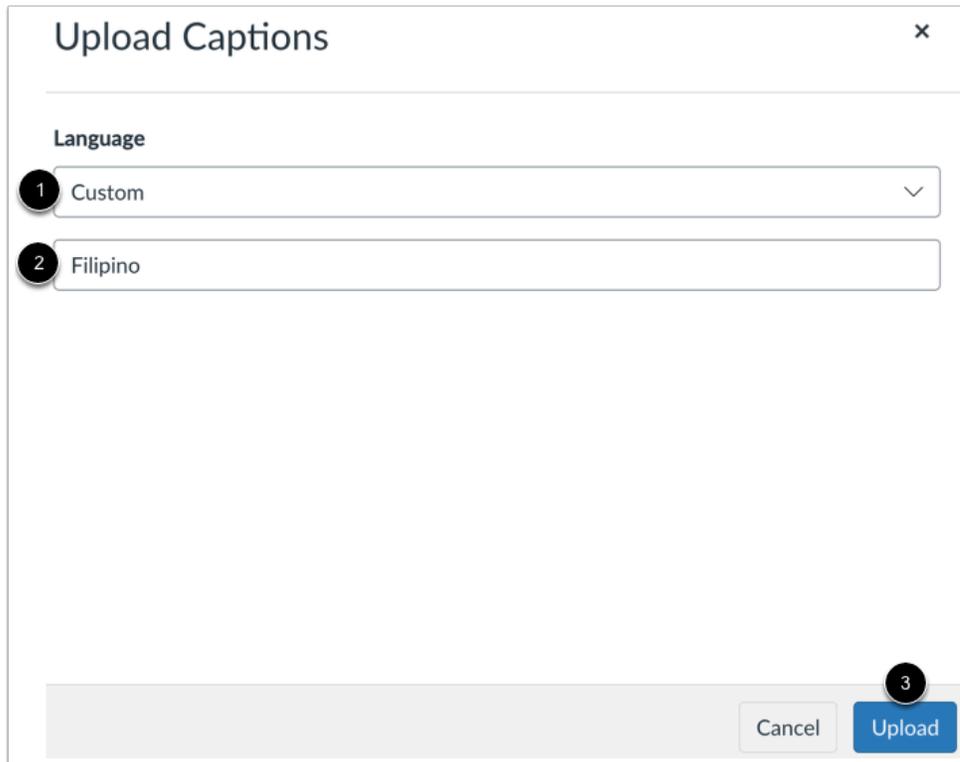
If captions already exist, you can create additional captions in other languages. Click the **New Caption** button [1]. Then, select the **Create Captions** option [2].

Select Language



In the Create Captions window, click the **Language** drop-down menu [1], and select a language [2].
Click the **Create** button [3].

Enter Custom Caption Language



Upload Captions

Language

1 Custom

2 Filipino

3

Cancel Upload

If Studio does not display the caption language in the list, click the **Custom** link [1].

Enter the custom language name in the **Language** field [2], then click the **Upload** button [3].

Open Caption Editor

Perazzi Eating Plants

Close Publish



There are no caption lines yet.

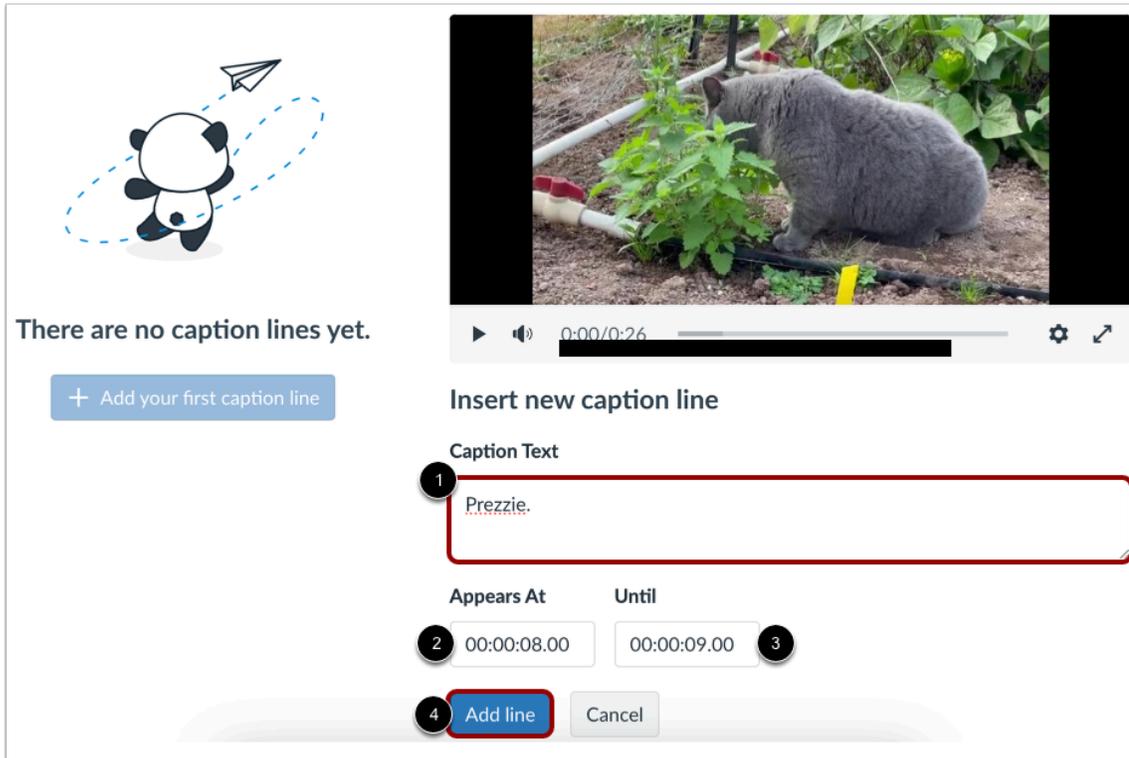
[+ Add your first caption line](#)



▶ 🔊 0:00/0:26 ⚙️ ↗️

Click the **Add your first caption line** button.

Create Caption Line



There are no caption lines yet.

+ Add your first caption line

Insert new caption line

1 Caption Text
Prezzie.

2 Appears At 00:00:08.00 3 Until 00:00:09.00

4 Add line Cancel

To add a caption line, enter text in the **Caption Text** field [1].

To control how long the caption line displays, enter a start time in the **Appears At** field [2] and an end time in the **Until** field [3]. The timestamp format is: [hours]:[minutes]:[seconds].[milliseconds].

Click the **Add line** button [4].

View Caption Line

Your first caption line and its start time display in the caption editor [1].

To view the caption on your video, click the media **Play** button [2]. The caption displays on the video [3].

Note: Captions are saved automatically.

Add Additional Caption Lines

Search for

Replace...

0:08
Prezzie.

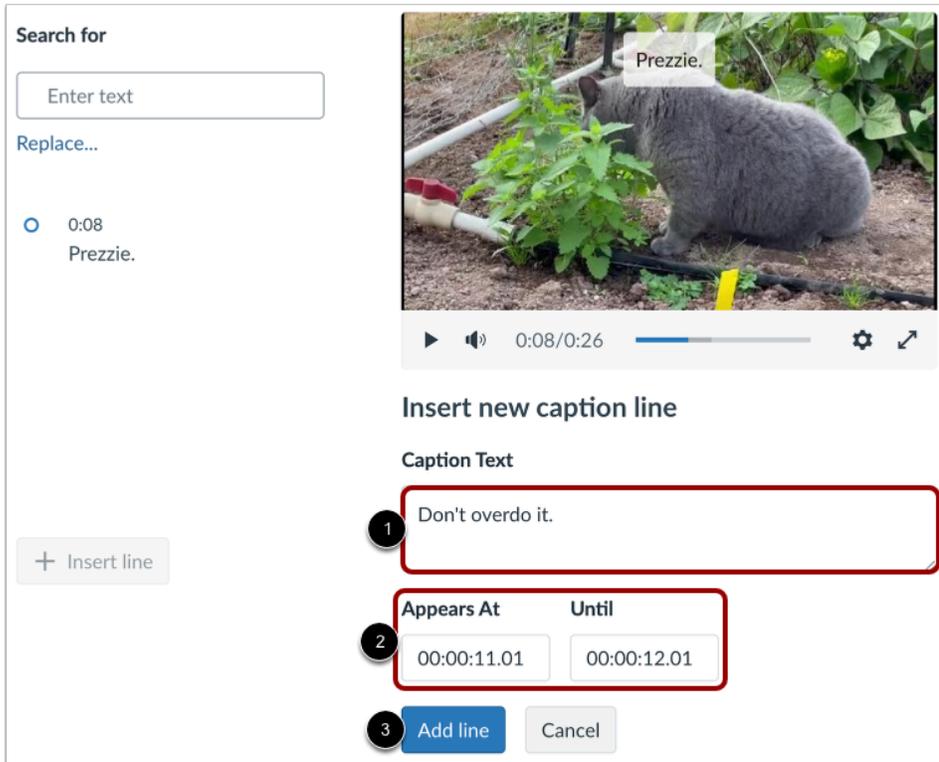


▶ 🔊 0:08/0:26 ⚙️ ↗️

Select a caption line to edit.

+ Insert line

To add additional lines, click the **Insert line** button.



Search for

Enter text

Replace...

0:08
Prezzie.

0:08/0:26

Insert new caption line

Caption Text

1 Don't overdo it.

Appears At **Until**

2 00:00:11.01 00:00:12.01

3 Add line Cancel

Enter a new line of caption text in the **Caption Text** field [1].

Enter timestamps in the **Appears At** and **Until** fields [2].

Then, click the **Add line** button [3].

View All Caption Lines

Search for

Replace...

0:08
Prezzie.

0:11
Don't overdo it.

+ Insert line

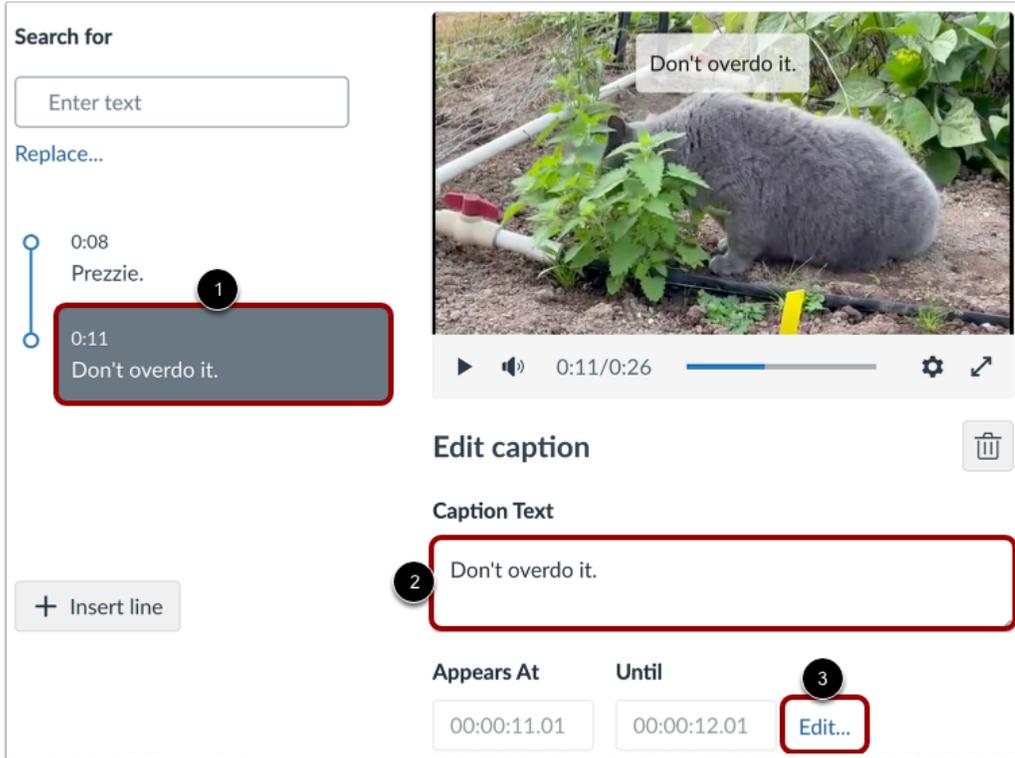


▶ 🔊 0:12/0:26 ⚙️ ↗️

Select a caption line to edit.

All caption lines and their start times display in the editor.

Edit Captions



The screenshot shows the 'Edit Captions' interface. On the left, there is a search bar labeled 'Search for' with a placeholder 'Enter text'. Below it is a 'Replace...' section. A vertical timeline on the left shows two caption lines: '0:08 Prezzie.' and '0:11 Don't overdo it.'. The second line is highlighted with a red box and a callout '1'. Below the timeline is a '+ Insert line' button. On the right, a video player shows a grey sheep in a garden with a caption 'Don't overdo it.' overlaid. Below the video player is an 'Edit caption' section with a trash icon. The 'Caption Text' field contains 'Don't overdo it.' and is highlighted with a red box and callout '2'. Below this are 'Appears At' and 'Until' time fields with values '00:00:11.01' and '00:00:12.01'. An 'Edit...' link is highlighted with a red box and callout '3'.

To [edit a caption line](#), click the caption [1]. Edit the caption text in the **Caption Text** field [2]. To edit display times, click the **Edit...** link [3].

Publish or Close

Perazzi Eating Plants

Close Publish

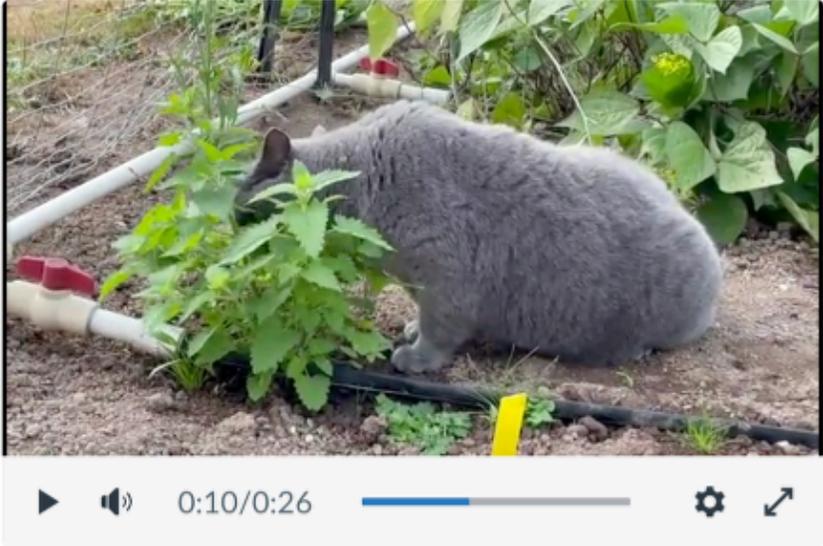
1 2

Search for

Replace...

0:08
Prezzie.

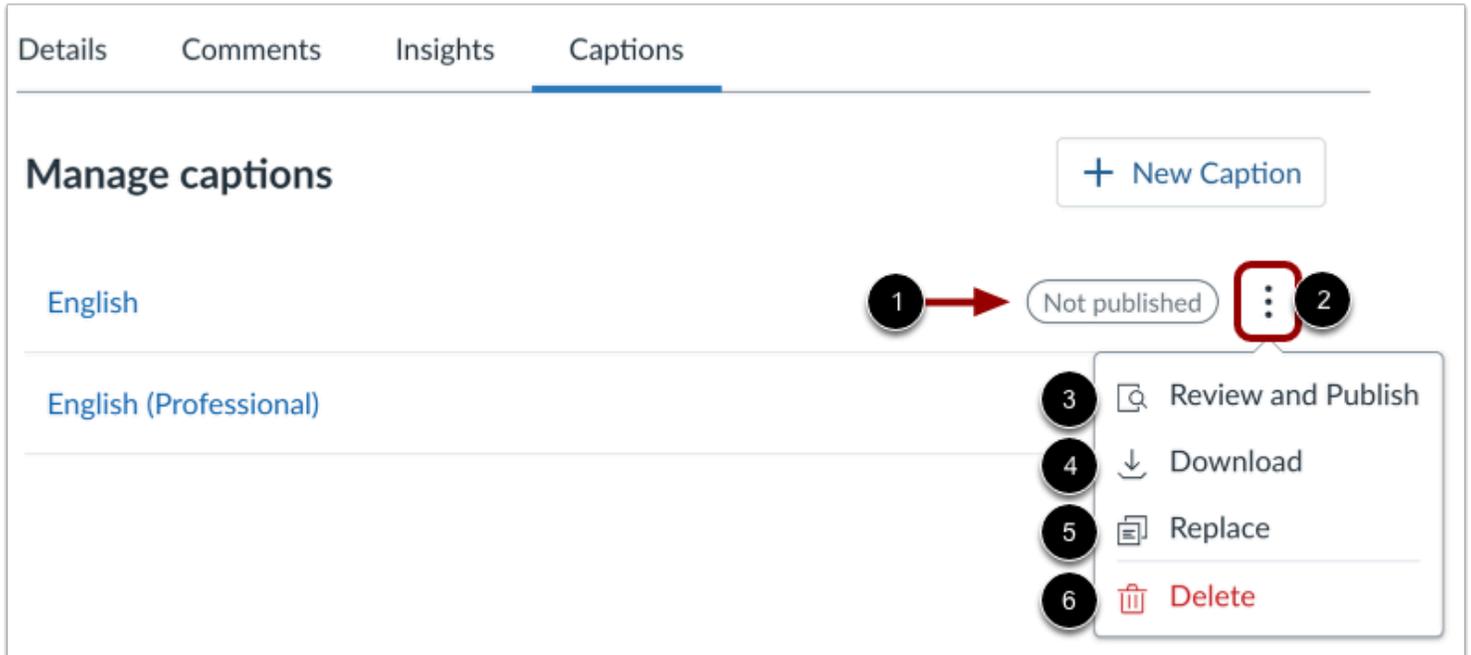
0:11
Don't overdo it.



To close the caption editor with your captions, click the **Close** button [1].

Alternatively, to publish the media with your captions and close the editor, click the **Publish** button [2].

Manage Unpublished Captions

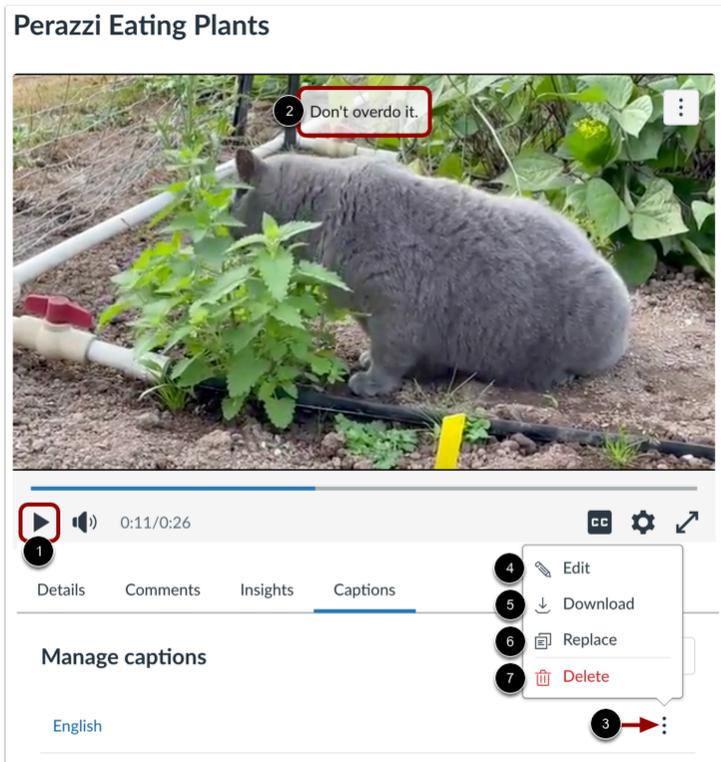


The screenshot shows the 'Captions' tab in the Canvas Studio interface. Under the 'Manage captions' heading, there is a '+ New Caption' button. Below it, two captions are listed: 'English' and 'English (Professional)'. The 'English' caption has a 'Not published' status. A red circle with the number '1' points to the 'Not published' status, and a red circle with the number '2' points to the options menu icon (three vertical dots). A dropdown menu is open, showing options: 'Review and Publish' (3), 'Download' (4), 'Replace' (5), and 'Delete' (6).

Unpublished captions display the Not Published status [1].

To manage the caption file, click the **Options** icon [2]. You can review, edit, or publish the captions in the [Caption Editor](#) [3]. You can also download as an SRT [4], replace [5], or delete [6] the captions file.

View and Manage Published Captions



You can view published captions along with the media. Click the **Play** button [1] and view the captions [2].

To view options for a caption file, click the **Options** icon [3]. You can [edit](#) [4], download as an SRT file [5], replace [6], or delete [7] the caption file.

How do I use the Caption Editor to edit a caption file?

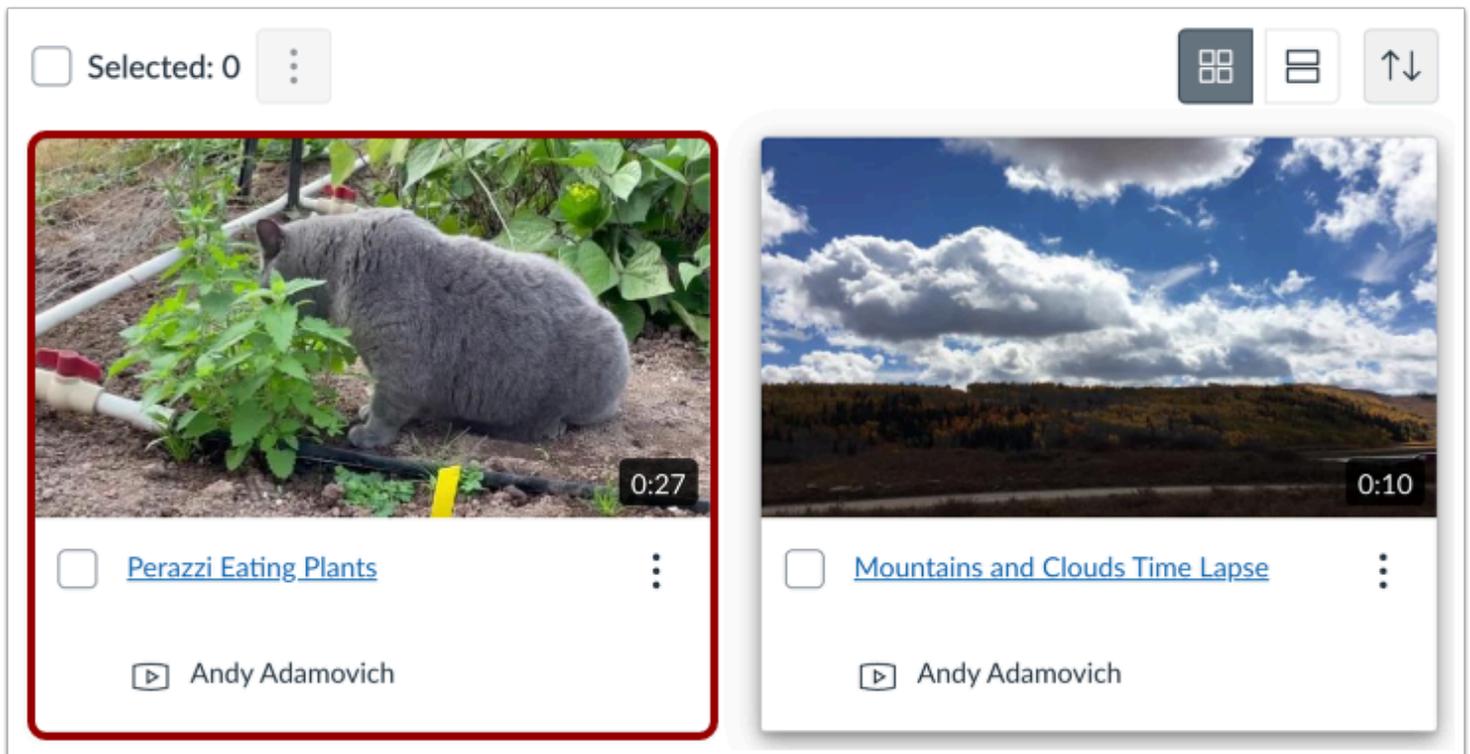
In Canvas Studio, if your media includes a caption file, you can search and edit caption lines in the caption editor. The caption editor allows you to edit caption text and timestamps. You can also insert new caption lines or delete caption lines.

You can [upload caption files](#) from your computer, [create captions](#) manually, or [request automatically-generated](#) captions.

By default, media uploaded to Canvas Studio from March 25, 2024 onwards includes auto-generated captions. Once the caption tool has finished processing, you can use the Caption Editor to edit the automatically generated captions.

Note: You can upload a VTT file, but you cannot edit it in Studio's Caption Editor.

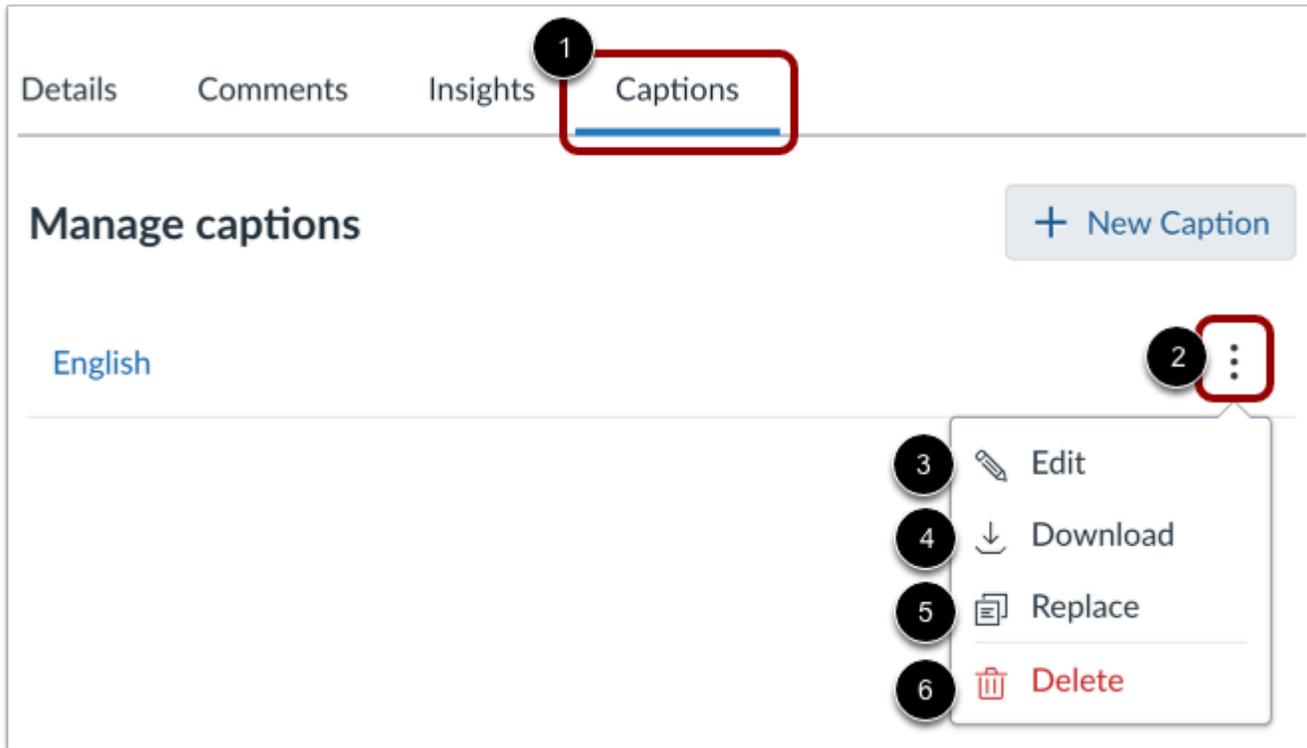
Open Media



The screenshot shows the Canvas Studio media library interface. At the top left, there is a checkbox labeled "Selected: 0" and a vertical ellipsis menu icon. At the top right, there are three icons: a grid view icon, a list view icon, and a sort icon. Below these are two video thumbnails. The first thumbnail, titled "Perazzi Eating Plants", shows a grey dog eating plants and has a duration of 0:27. The second thumbnail, titled "Mountains and Clouds Time Lapse", shows a landscape with mountains and clouds and has a duration of 0:10. Both thumbnails have a checkbox on the left and a vertical ellipsis menu icon on the right. Below each thumbnail is the name "Andy Adamovich" with a play button icon.

Locate the media and then click the media thumbnail.

Manage Captions



Click the **Captions** tab [1]. Then, click the **Options** icon [2].

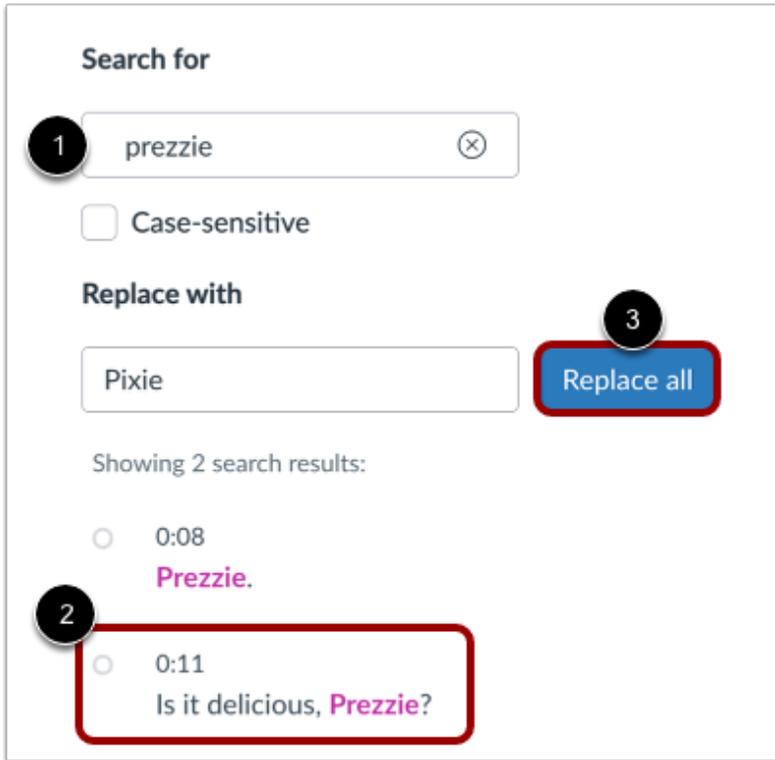
To edit a caption, click the **Edit** link [3].

In the Options menu, you can also download the caption file [4], replace the caption file with a file from your computer [5], or permanently delete the captions [6].

Notes:

- Canvas Studio caption files download as SRT files. After downloading, you can convert caption files into word processing files on most computers.
- Captions that are deleted cannot be recovered.

Search Text



The screenshot shows a search interface with the following elements:

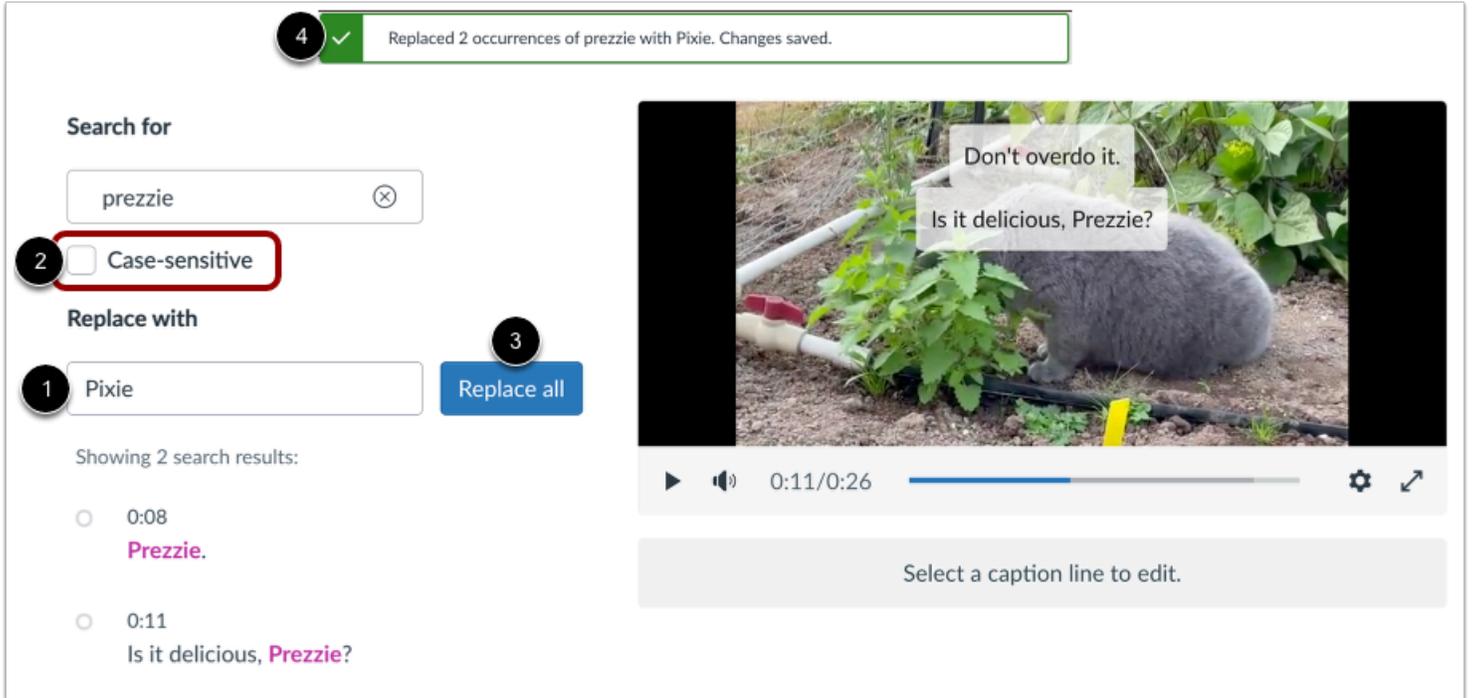
- Search for:** A text input field containing "prezzie" with a clear button (X) on the right. A circled "1" is next to the field.
- Case-sensitive:** An unchecked checkbox.
- Replace with:** A text input field containing "Pixie".
- Replace all:** A blue button with white text, highlighted with a red border and a circled "3".
- Showing 2 search results:** A list of results with radio buttons:
 - 0:08: **Prezzie.**
 - 0:11: Is it delicious, **Prezzie?**A red box highlights the second result, with a circled "2" next to it.

To search for all instances of text in the caption file, enter the text in the **Search for** field [1].

To edit a single instance of the selected text in the caption editor, click the caption line [2].

To replace the text in all instances, click the **Replace all** link [3].

Replace Text



4 ✓ Replaced 2 occurrences of prezzie with Pixie. Changes saved.

Search for

prezzie

2 Case-sensitive

Replace with

1 Pixie

3 Replace all

Showing 2 search results:

- 0:08
Prezzie.
- 0:11
Is it delicious, Prezzie?

Don't overdo it.

Is it delicious, Prezzie?

0:11/0:26

Select a caption line to edit.

Enter new text in the **Replace with** field [1].

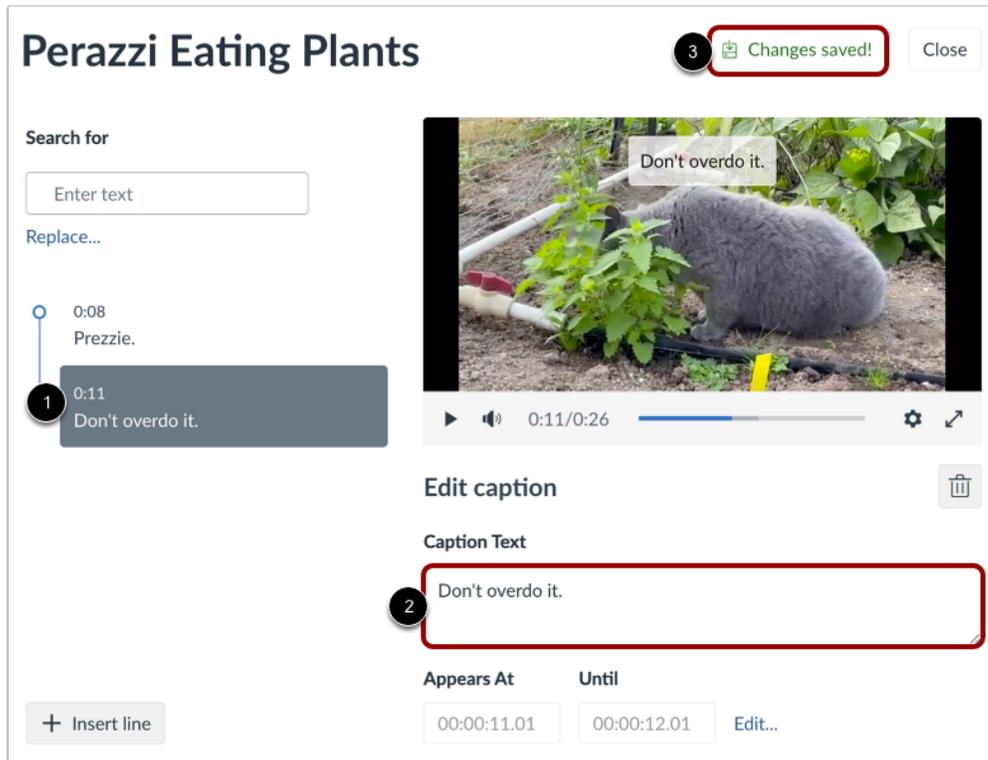
To make the search case-sensitive, click the **Case-sensitive** checkbox [2].

Click the **Replace all** button [3].

The replacement confirmation window displays [4].

Note: In the search and replace feature, partial text will be selected and replaced. Be sure to correct any partial text replacements in the Caption Editor.

Edit Caption Line



Perazzi Eating Plants 3 Changes saved! Close

Search for
Enter text

Replace...

0:08
Prezzie.

1 0:11
Don't overdo it.

Don't overdo it.

0:11/0:26

Edit caption

Caption Text

2 Don't overdo it.

Appears At Until

00:00:11.01 00:00:12.01 [Edit...](#)

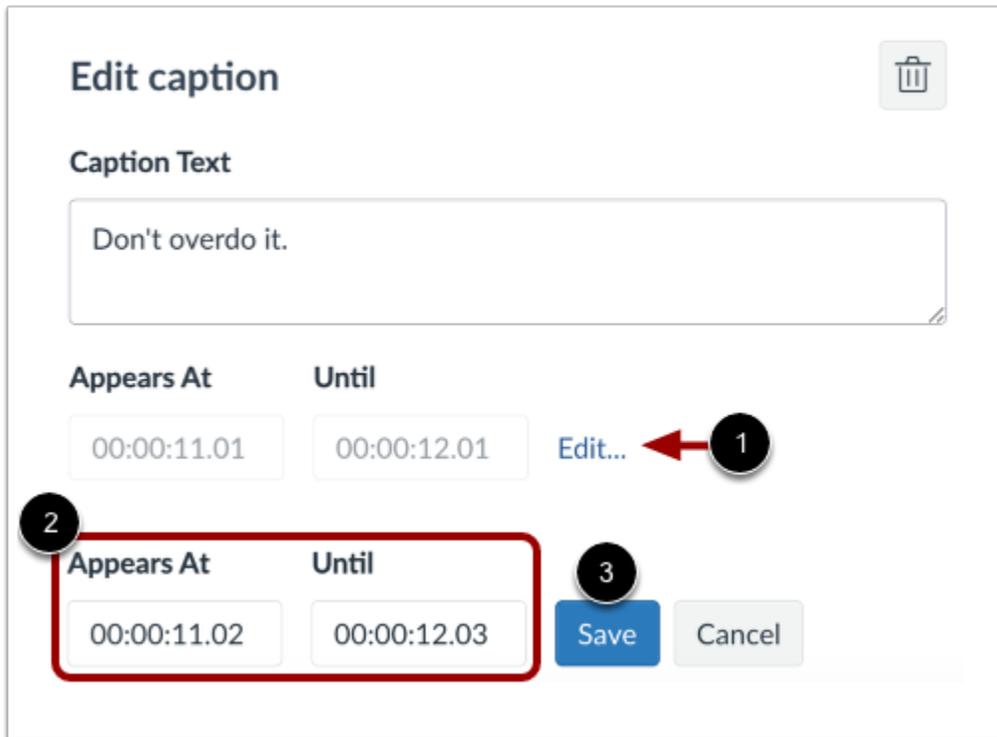
+ Insert line

In the caption timeline, locate the text to edit and click the caption line [1].

Enter new text in the **Caption Text** field [2].

Changes are saved automatically, and the Changes Saved! message displays [3].

Edit Timestamp



Edit caption 

Caption Text

Don't overdo it.

Appears At **Until**

00:00:11.01 00:00:12.01 [Edit...](#) **1**

2

Appears At **Until**

00:00:11.02 00:00:12.03 **3**

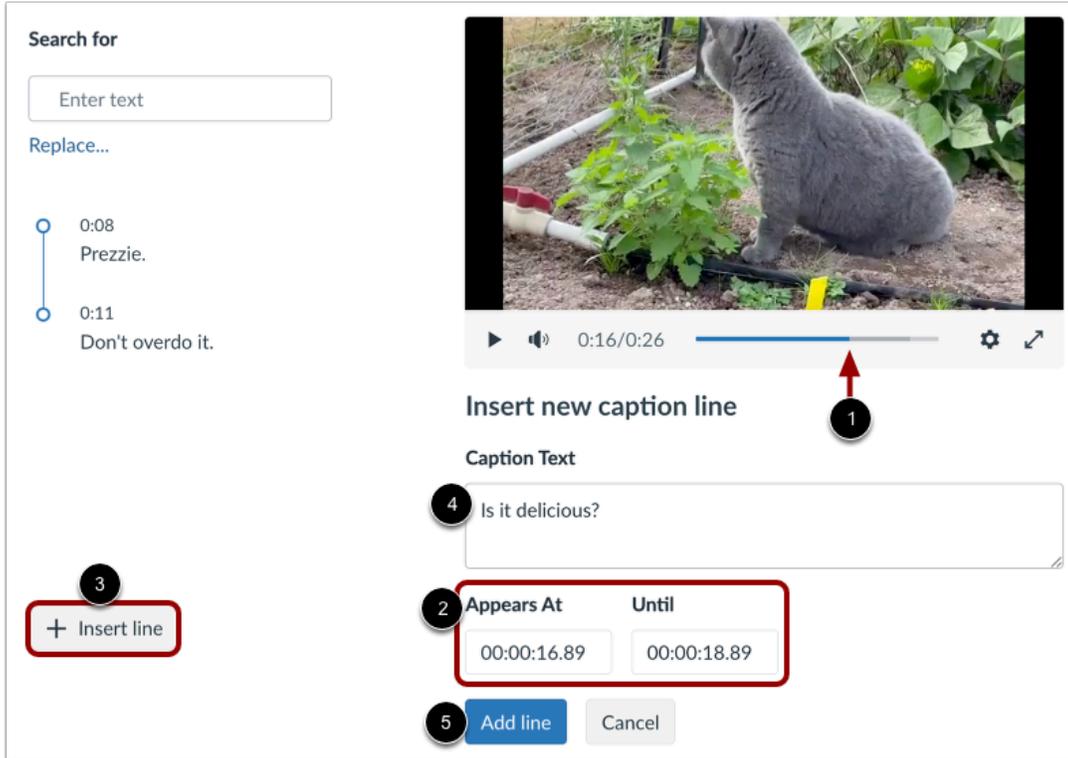
Save **Cancel**

To move a caption to a new timestamp, click the **Edit...** link [1]. Then, enter new times in the **Appears At** and **Until** fields [2].

To save your changes, click the **Save** button [3].

Note: Timestamps must be entered in the 00:00:00.00 format, which is [hours]:[minutes]:[seconds].[milliseconds].

Insert Caption Line



Search for

Enter text

Replace...

0:08
Prezzie.

0:11
Don't overdo it.

0:16/0:26

1

3

+ Insert line

2

4

Is it delicious?

Appears At **Until**

00:00:16.89 00:00:18.89

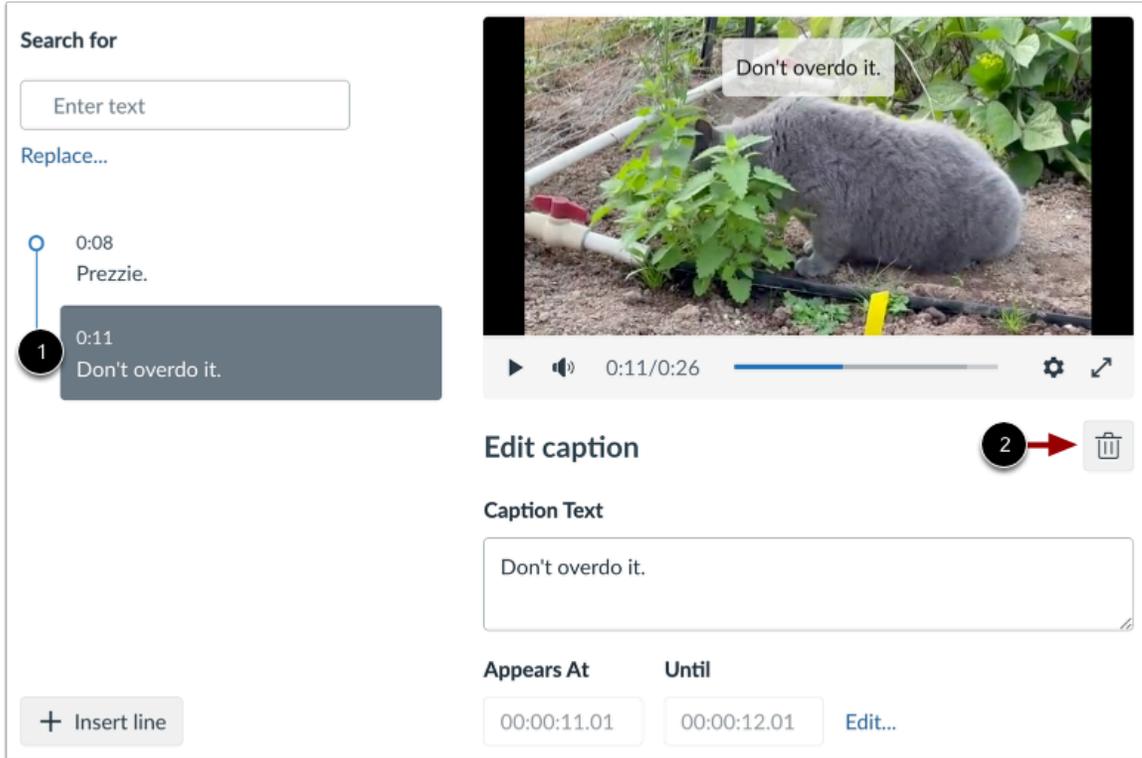
5 Add line Cancel

In the media viewer, drag the cursor to where you want to add the text and click the timestamp [1]. To edit or refine the timestamp, enter times in the **Appears At** and **Until** fields [2].

Click the **Insert line** button [3]. Then, enter text in the **Caption Text** field [4].

To insert the caption line, click the **Add Line** button [5].

Delete Caption



The screenshot displays the Canvas video editor interface. On the left, a search bar is labeled "Search for" with a placeholder "Enter text". Below it, a "Replace..." link is visible. A vertical timeline on the left shows two caption entries: "0:08 Prezzie." and "0:11 Don't overdo it.". A red circle with the number "1" points to the second caption entry. The video player in the center shows a grey sheep in a garden with a caption "Don't overdo it." overlaid. Below the video player, the "Edit caption" section is active. A red circle with the number "2" points to a trash can icon next to the "Edit caption" title. Below this, the "Caption Text" field contains "Don't overdo it.". At the bottom, the "Appears At" and "Until" fields are set to "00:00:11.01" and "00:00:12.01" respectively, with an "Edit..." link next to the "Until" field. An "Insert line" button is located at the bottom left of the editor.

In the timeline, locate the text to delete and click the caption line [1].

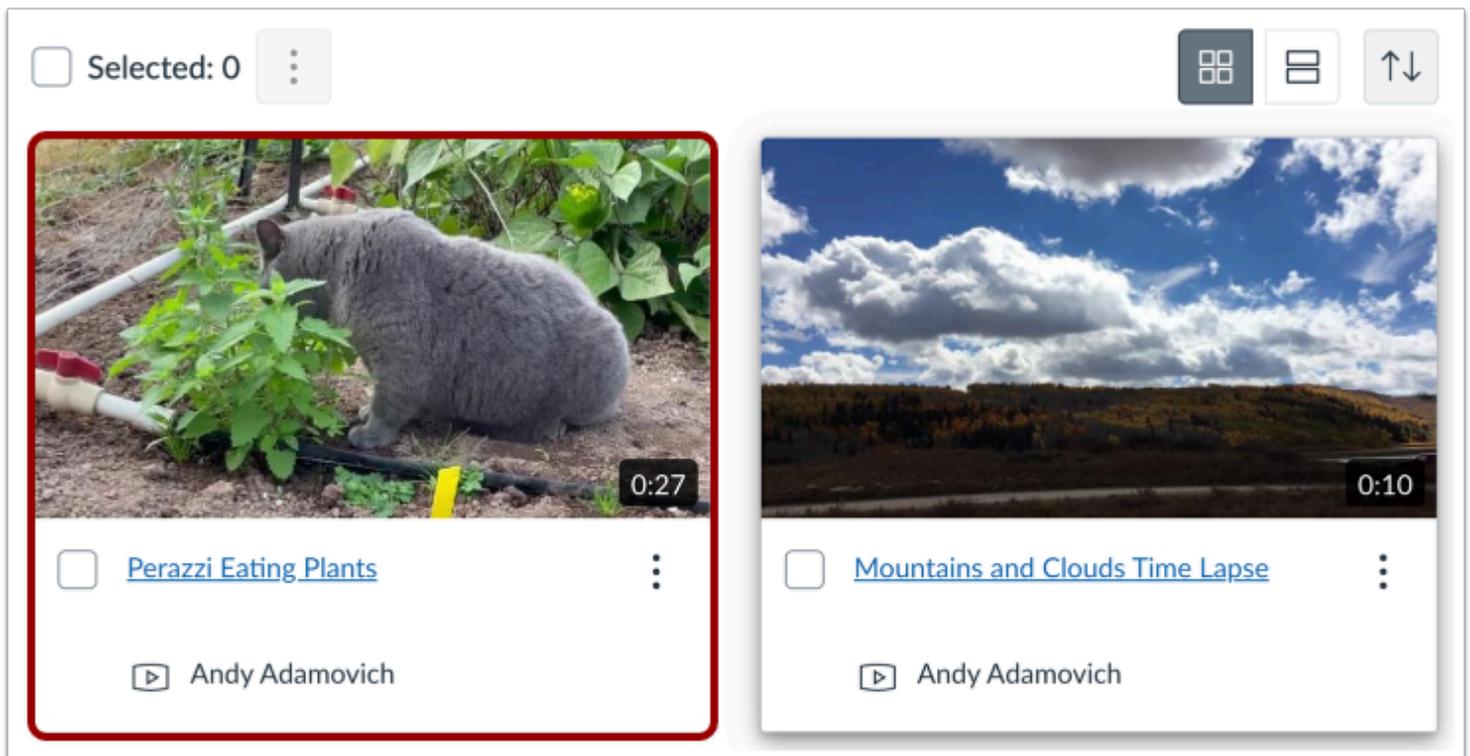
In the caption editor, click the **Delete** icon [2].

How do I manage comments for media in Canvas Studio?

If you are the owner of a video or audio file, you can delete comments in any media that you own. Comments cannot be edited except by the user who created the comment.

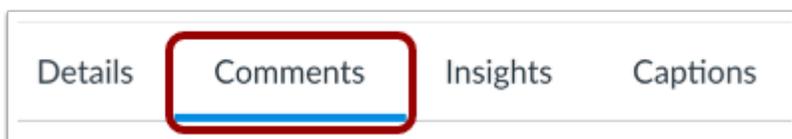
Note: Deleted comments cannot be recovered.

Open Media



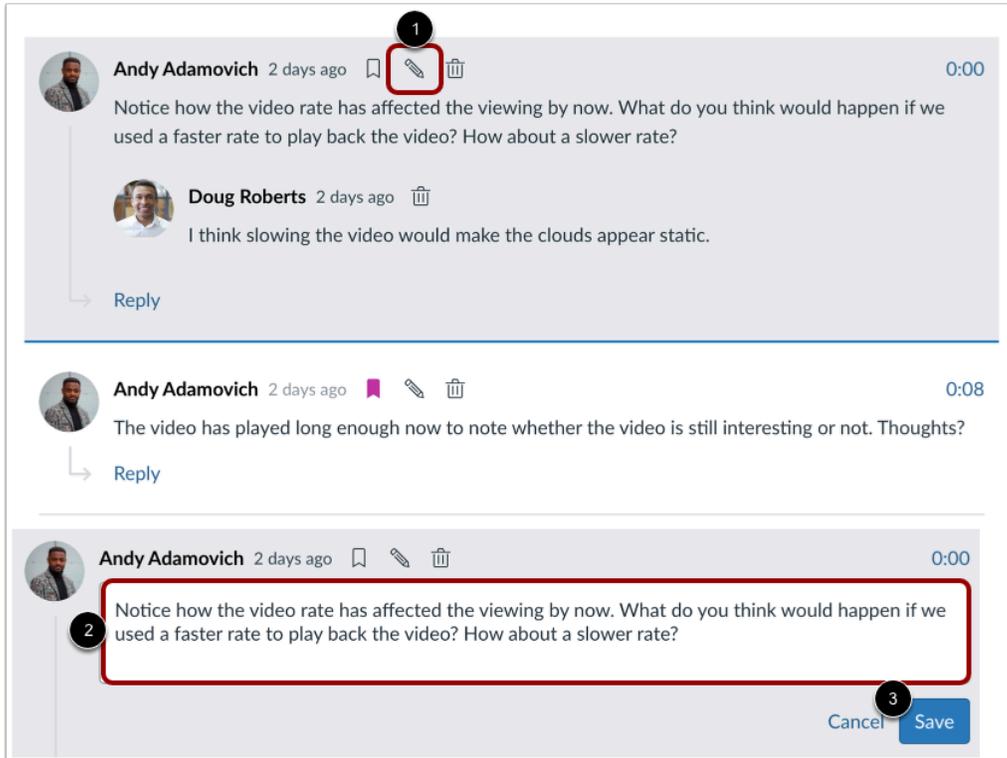
Locate the media and then click the media thumbnail.

View Comments



Click the **Comments** tab.

Edit Comment



Andy Adamovich 2 days ago   0:00

Notice how the video rate has affected the viewing by now. What do you think would happen if we used a faster rate to play back the video? How about a slower rate?

Doug Roberts 2 days ago  0:00

I think slowing the video would make the clouds appear static.

Reply

Andy Adamovich 2 days ago    0:08

The video has played long enough now to note whether the video is still interesting or not. Thoughts?

Reply

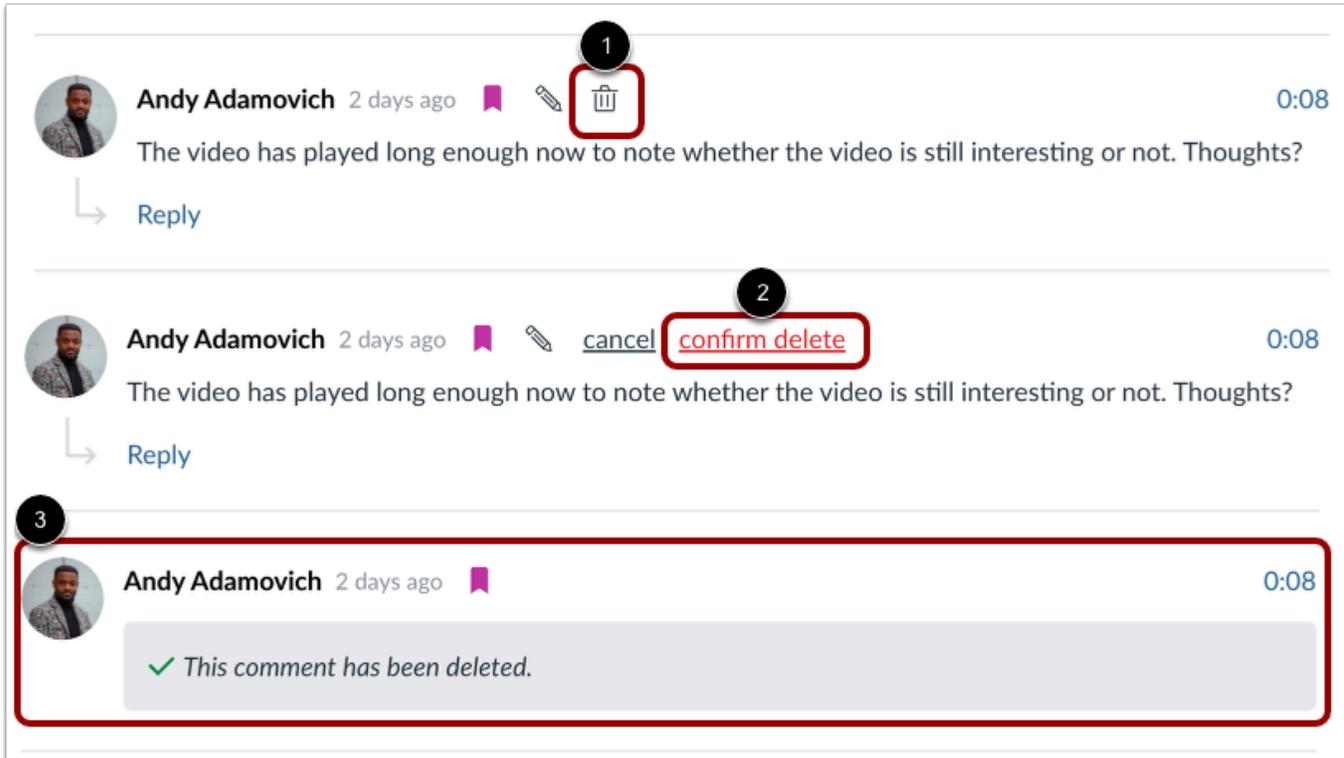
Andy Adamovich 2 days ago    0:00

Notice how the video rate has affected the viewing by now. What do you think would happen if we used a faster rate to play back the video? How about a slower rate?

Cancel **Save**

To edit your comment, click the **Edit** icon [1]. Update your comment [2], and then click the **Save** button [3].

Delete Comment



The image illustrates the three steps to delete a comment in Canvas LMS:

- Step 1:** A comment by Andy Adamovich is shown. A red box highlights the delete icon (a trash can) in the comment's action menu, with a circled '1' above it.
- Step 2:** The same comment is shown. A red box highlights the 'confirm delete' link in the confirmation dialog, with a circled '2' above it.
- Step 3:** The comment is shown as deleted. A red box highlights the entire comment area, which now displays a green checkmark and the text 'This comment has been deleted.', with a circled '3' above it.

To delete your comment, click the **Delete** icon [1]. Then, click the **confirm delete** link [2].

Deleting your comment retains your name and shows that the comment has been deleted [3]. Deleted comments cannot be recovered.

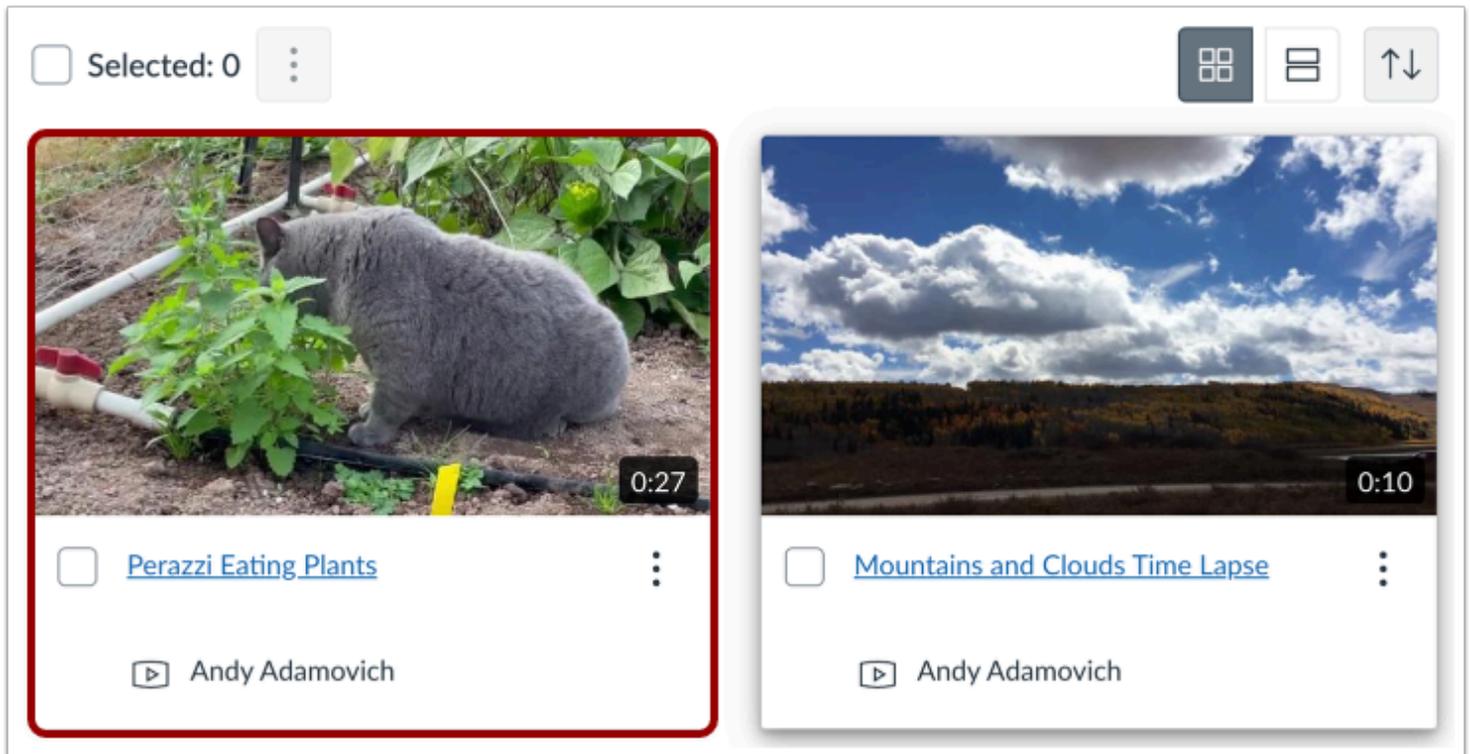
How do I set my comment notification preferences for Canvas Studio video comments?

If you are an instructor or a Studio content author, you can receive notifications for comments posted to a video in your Studio account.

Students, TAs, instructors, course designers, and other users who post video comments can receive notifications when another user replies to their comment.

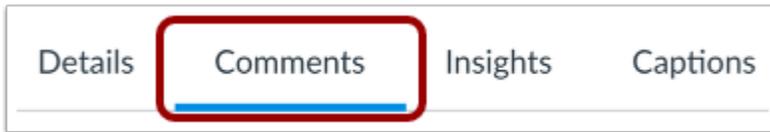
You can subscribe to video comment notifications in the Comments tab. Notifications are sent to your default email address.

Open Media



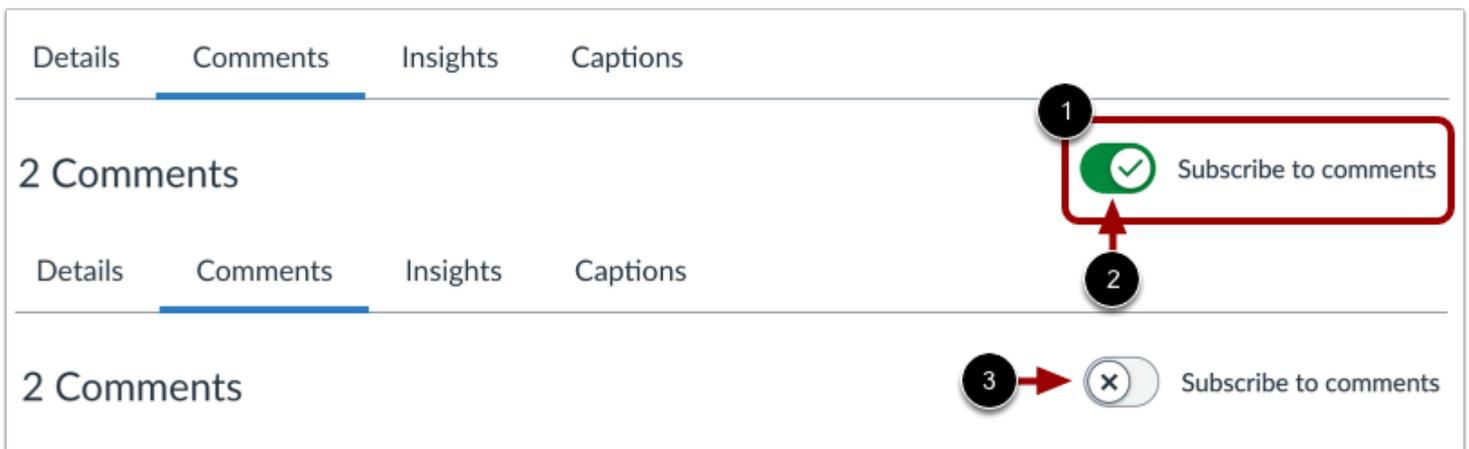
Locate the media and then click the media thumbnail.

View Comments



Click the **Comments** tab.

Manage All Comments Subscription

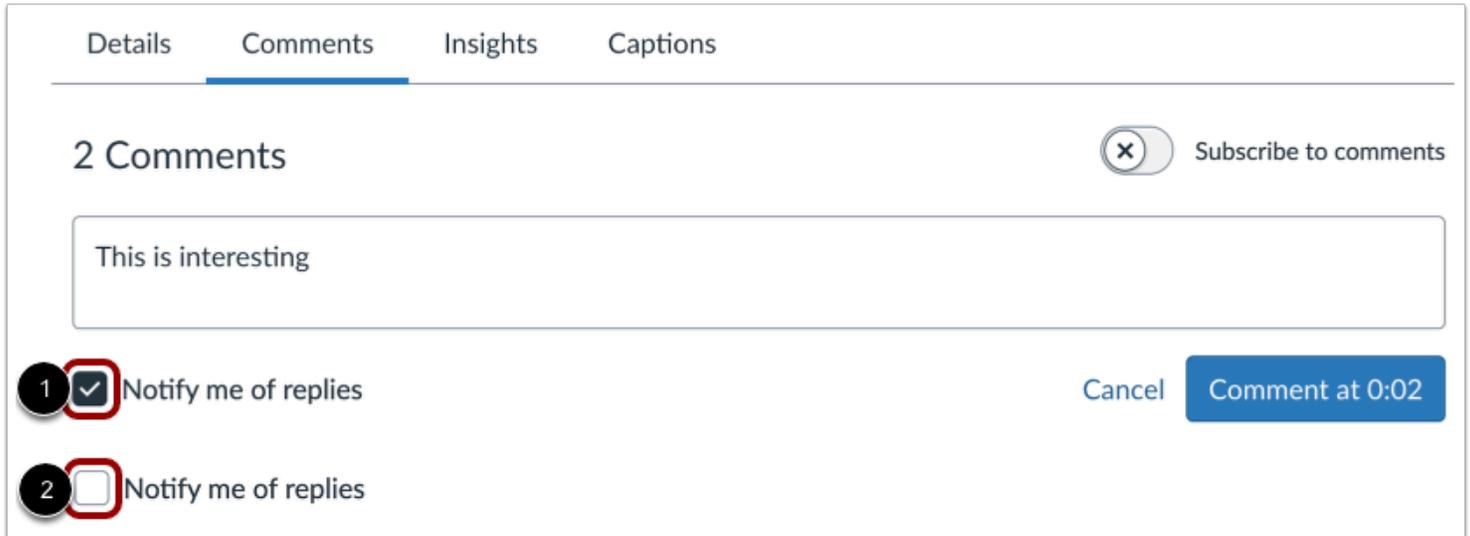


By default, Studio does not send notifications when comments are added to Studio media. However, instructors and media authors can manage comment notifications.

To subscribe to notifications for all comments, click the the **Subscribe to comments toggle** [1]. When turned on, the toggle displays a **checkmark** icon [2].

To turn off comment notifications for all comments, click the toggle again. When turned off, the toggle displays an **X** icon [3].

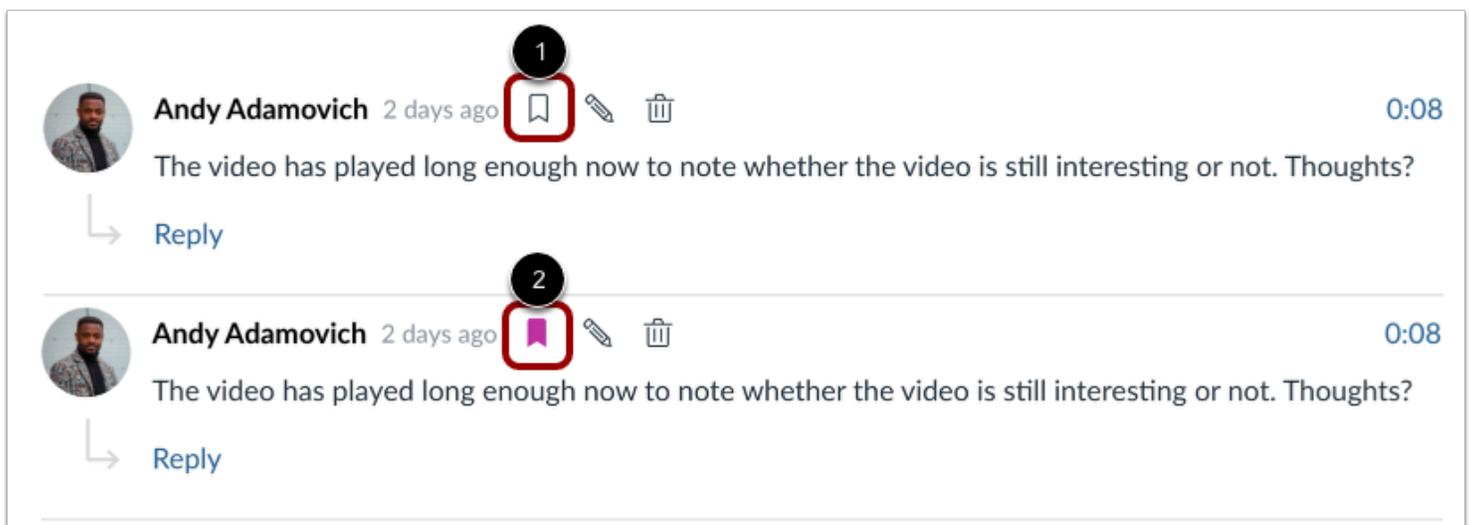
Subscribe to Comment Replies



As you post a comment to Studio media, you can choose receive notifications when a user replies to your comment. By default, Studio sends comment reply notifications [1].

To turn off reply notifications for a comment you are posting, click the **Notify me of replies** checkbox [2].

Subscribe to Posted Comment Replies



When you view a comment you posted to Studio media, you can use icons to control reply notifications.

To receive notifications for replies to a comment you posted, click the **Turn reply notifications on** icon [1].

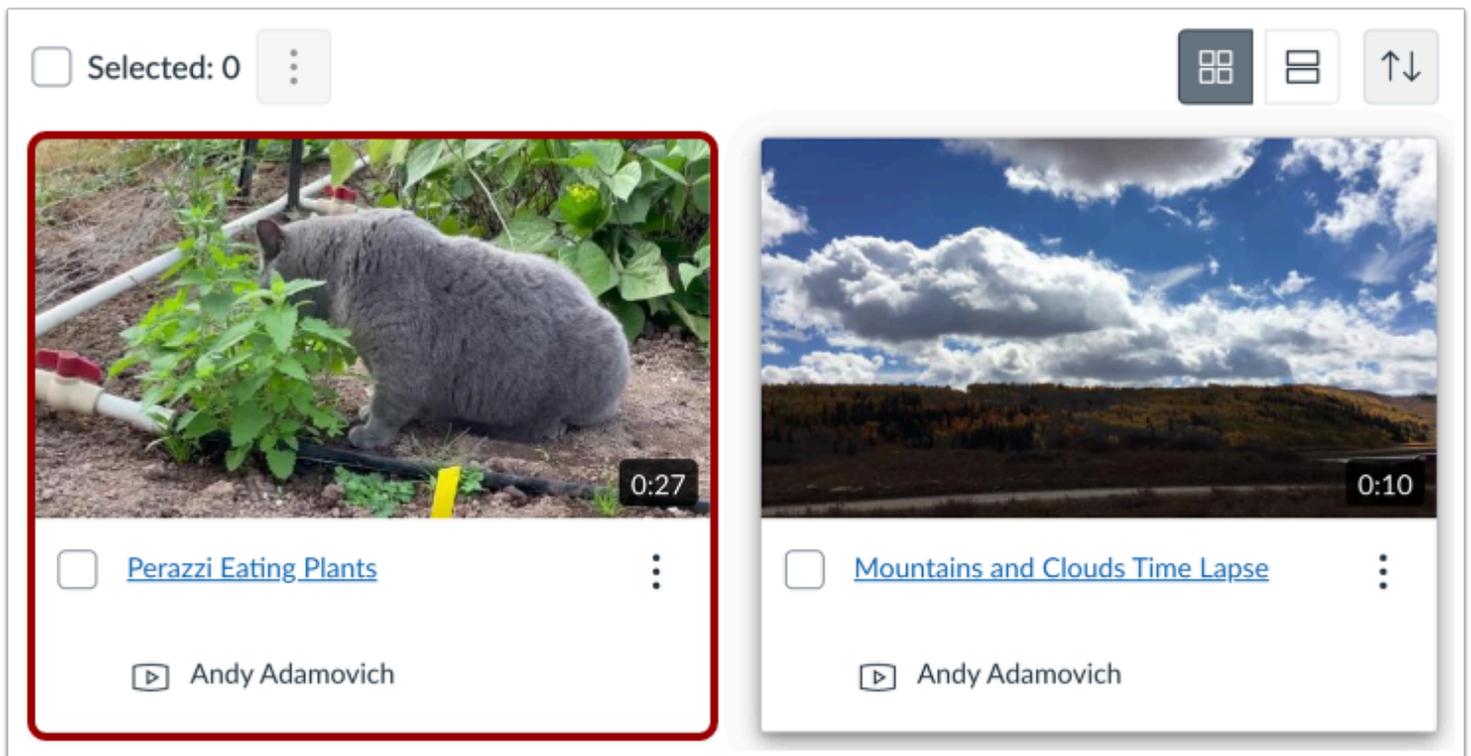
To turn off comment reply notifications for a comment you posted, click the **Turn reply notifications off** icon [2].

How do I view media insights for my Canvas Studio media?

In Canvas Studio, you can view details about how viewers interact with and view your media from the Insights media tab.

To know more about how to use media insights, visit the [Canvas Studio Insights](#) lesson.

Open Media



Selected: 0

0:27

[Perazzi Eating Plants](#)

Andy Adamovich

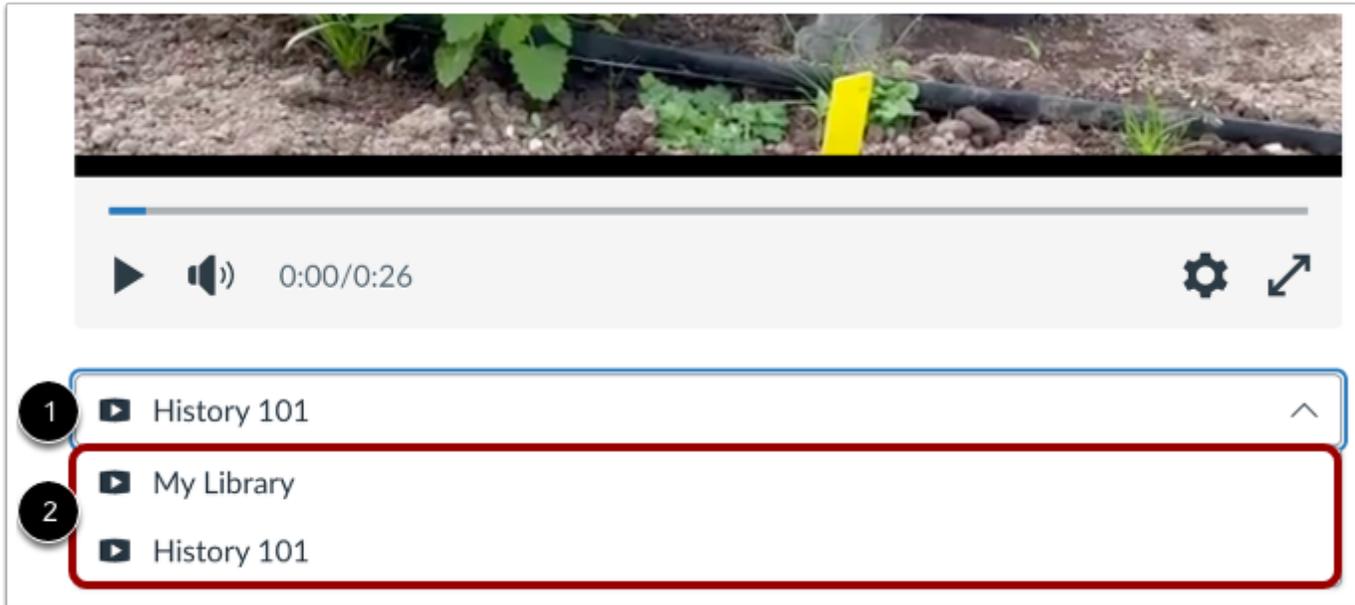
0:10

[Mountains and Clouds Time Lapse](#)

Andy Adamovich

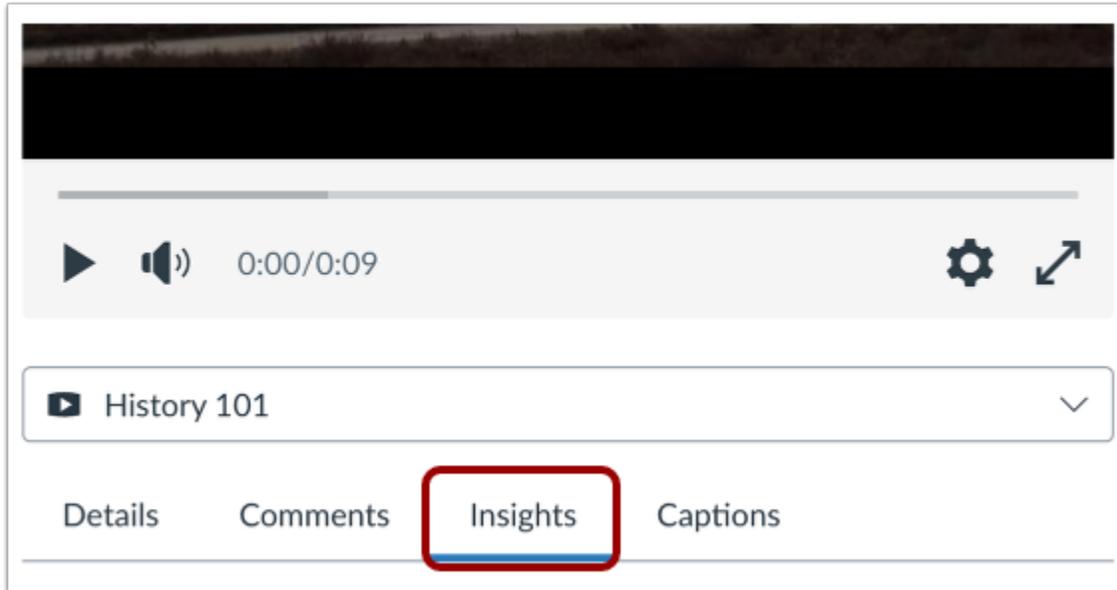
Locate the media you want to view and then click the media thumbnail.

Select Course



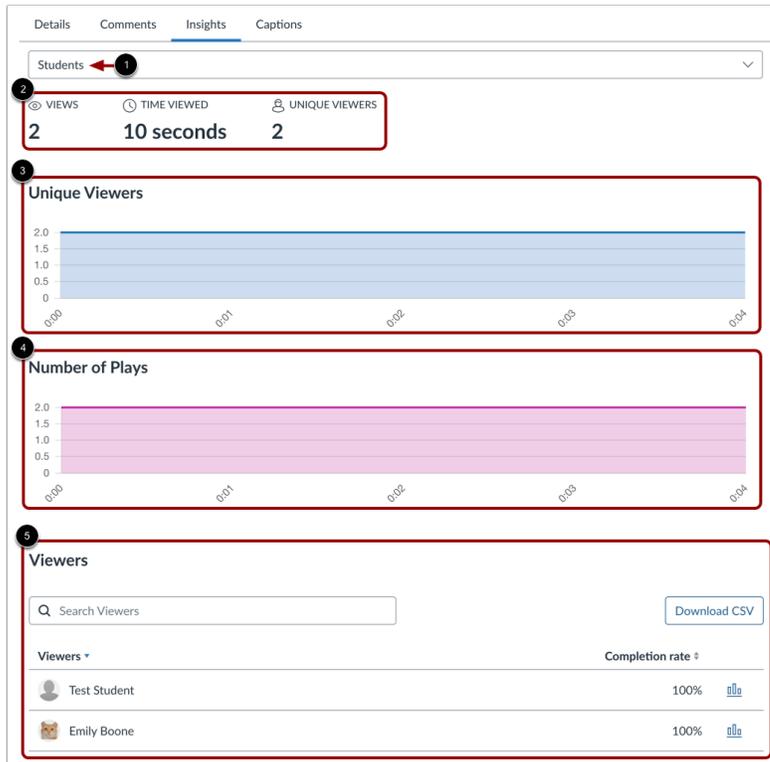
If your media is added to multiple Canvas courses, you can select to view insights for a specific course. Click the **Course Filter** drop-down menu [1]. Then select the course you want to view [2].

Open Insights



Click the **Insights** tab.

View Insights



The screenshot shows the 'Insights' tab in the Canvas interface. At the top, there are tabs for 'Details', 'Comments', 'Insights', and 'Captions'. Below these is a dropdown menu set to 'Students'. A summary row shows: 2 VIEWS, 10 seconds TIME VIEWED, and 2 UNIQUE VIEWERS. Below this are two bar charts: 'Unique Viewers' (blue bars) and 'Number of Plays' (purple bars), both showing a value of 2 across the time range 0:00 to 0:04. At the bottom is a 'Viewers' table with a search bar and a 'Download CSV' button.

| Viewers | Completion rate |
|--------------|-----------------|
| Test Student | 100% |
| Emily Boone | 100% |

By default, Insights displays media data for all students who have viewed the media [1]. However, you can also view insights for teachers and for all user roles.

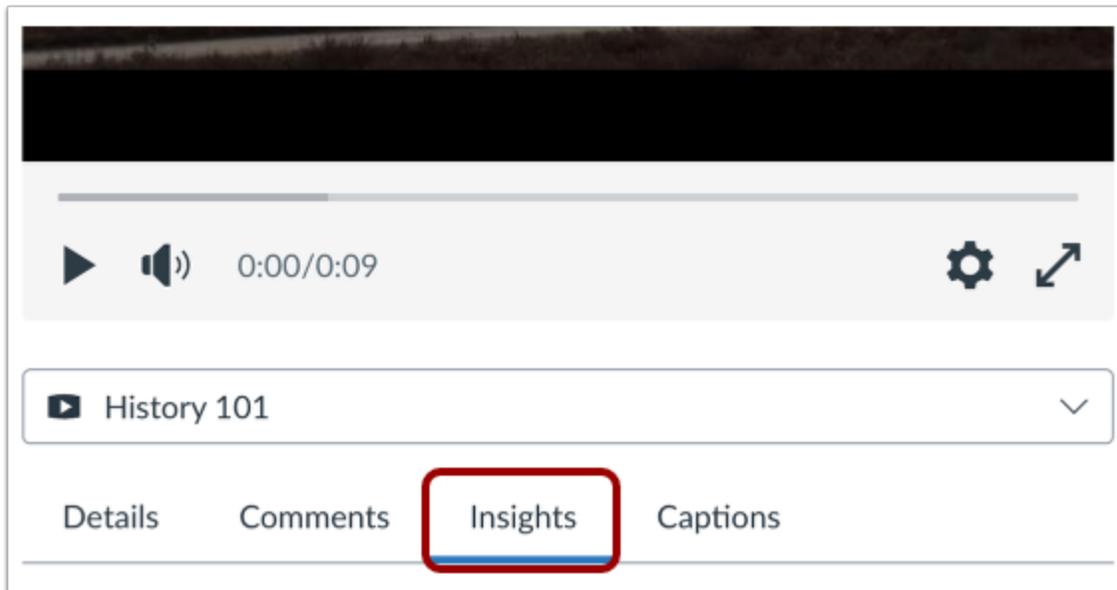
[Insights](#) displays overview statistics [2], graphs illustrating the media's unique viewers [3], number of plays [4], and a viewer list [5].

How do I use the Canvas Studio Insights page?

In Canvas Studio, you can [view details](#) about how viewers interact with and view your media from the Insights media tab. Insights help you understand how others watch your videos and how they contribute to success.

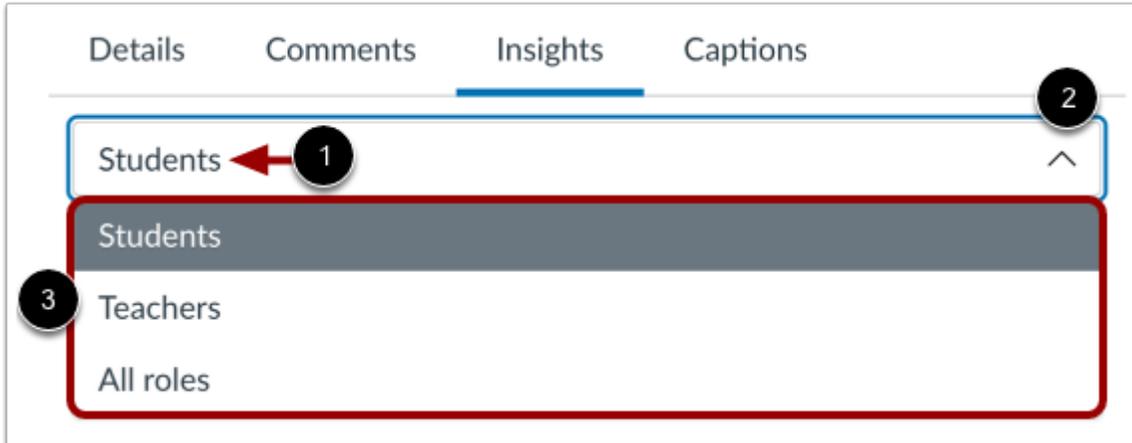
Canvas Studio Insights display usage metrics, interactive graphs, and a searchable viewer list that displays individual viewer completion rates. You can also export the viewer list as a [CSV file](#).

Open Insights



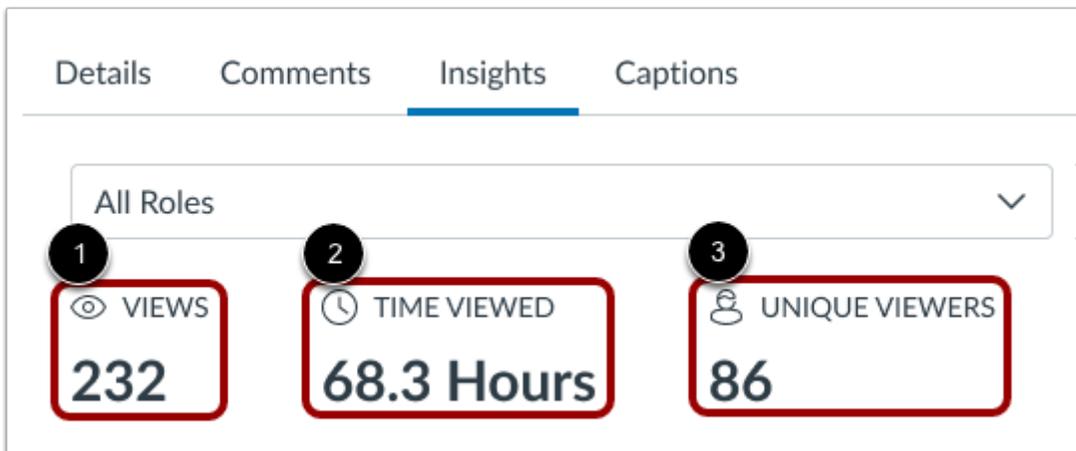
[Locate and open the media](#) you want to view, then click the **Insights** tab.

Select Data Set



By default, the Insights page displays data for students in the course [1]. To view data for other users in the course, click the **Role** drop-down menu [2]. In the Role menu, you can select to view data for Students, Teachers, or All Roles [3].

View Usage Metrics



Usage Metrics display general statistics for the selected media.

- **Views** [1]: describes the approximate number of times viewers have interacted with the selected video based on viewing patterns.

- **Time Viewed** [2]: the total amount of time viewers spent watching the video. Time is calculated according to the video’s timeline. If a user watches a ten-minute long video at 2x speed in five minutes, the Time Viewed metric still increases by ten minutes.
- **Unique Viewers** [3]: the number of viewers who watched a video.

These metrics help summarize the amount of time spent watching the video compared to the number of unique viewers.

View Unique Viewers Graph

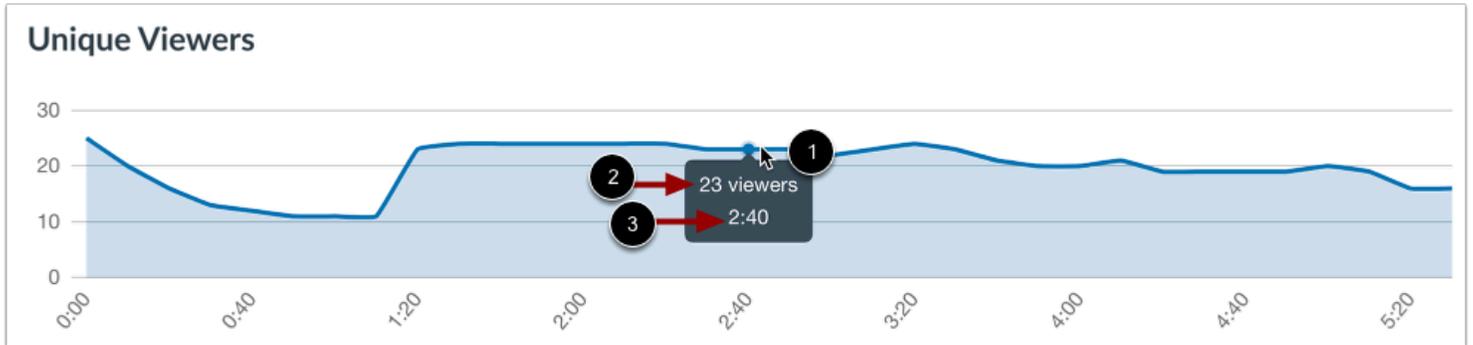


The **Unique Viewers** graph displays the number of unique viewers that watched the video [1] over the course of the video timeline [2].

The peak portions of the graph identify the timeframes viewed by the majority of unique viewers [3].

The valley portions of the graph identify the timeframes when users skipped or stopped watching the video [4].

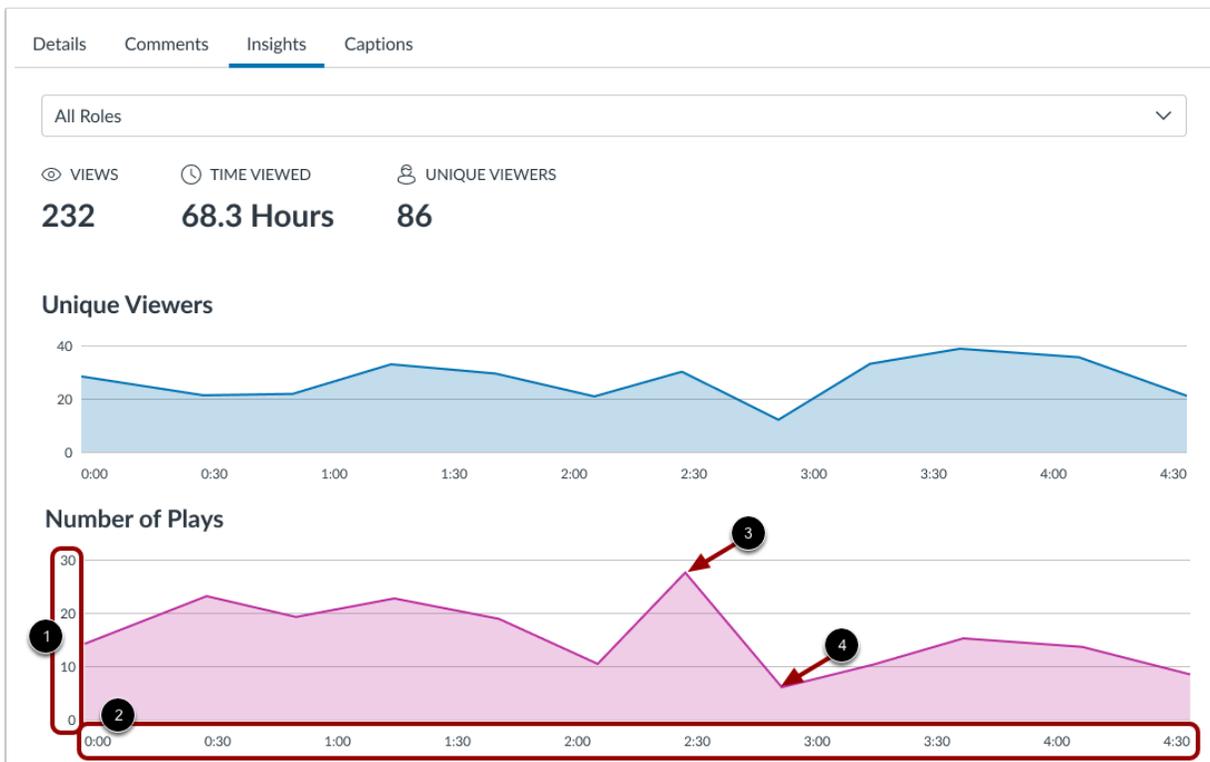
View Graph Details



To view graph details, hover over a point in the graph timeline [1].

The details display the number of unique viewers [2] who viewed the video at the specified timestamp [3].

View Number of Plays Graph

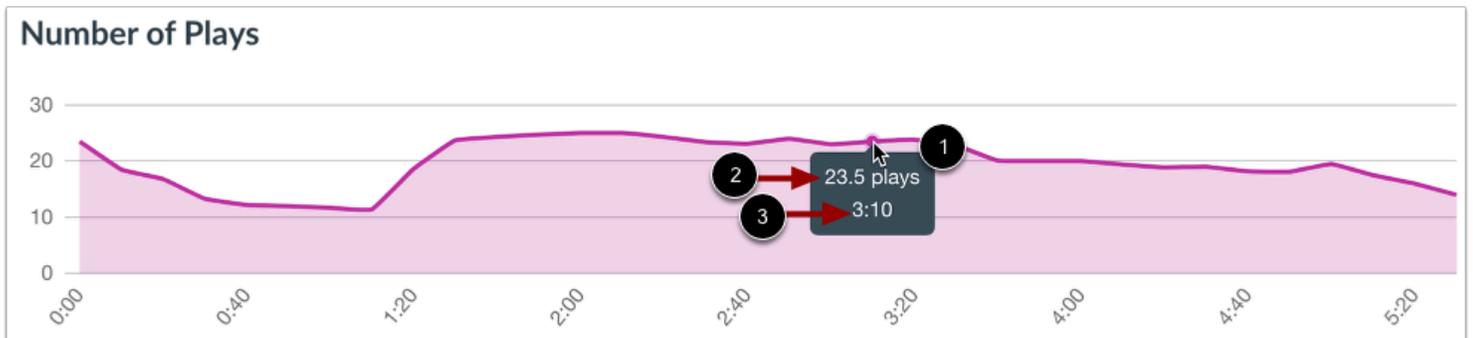


The **Number of Plays** graph displays the number of views [1] over the course of the video timeline [2].

The peak portions of the graph identify the timeframes that have been played and/or re-played most often [3].

The valley portions of the graph identify the timeframes that have been skipped and/or viewed least often [4].

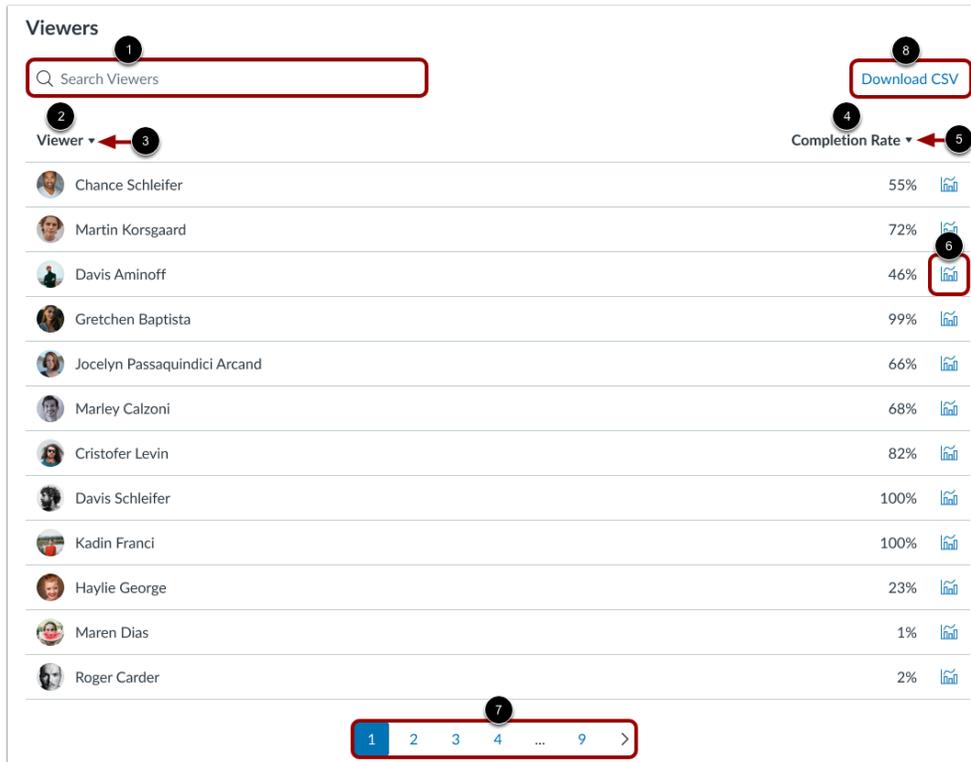
View Graph Details



To view graph details, hover over a point in the graph timeline [1].

The details display the number of views [2] for the displayed video timestamp [3].

View Viewer List



The screenshot shows the 'Viewers' section in Canvas. It includes a search bar (1), a 'Viewer' sort dropdown (2) with a sort icon (3), a 'Completion Rate' sort dropdown (4) with a sort icon (5), a 'Download CSV' button (8), and a 'Completion Rate Graph' icon (6) for the viewer Davis Aminoff. At the bottom, there is a page navigation bar (7) with buttons for 1, 2, 3, 4, an ellipsis, 9, and a right arrow.

| Viewer | Completion Rate | Completion Rate Graph |
|------------------------------|-----------------|-----------------------|
| Chance Schleifer | 55% | |
| Martin Korsgaard | 72% | |
| Davis Aminoff | 46% | |
| Gretchen Baptista | 99% | |
| Jocelyn Passaquindici Arcand | 66% | |
| Marley Calzoni | 68% | |
| Cristofer Levin | 82% | |
| Davis Schleifer | 100% | |
| Kadin Franci | 100% | |
| Haylie George | 23% | |
| Maren Dias | 1% | |
| Roger Carder | 2% | |

In the Viewers section, you can view video analytics for individuals in your course.

To search for a specific individual, enter the name in the **Search Viewers** field [1].

Alternatively, you can view the list of all users in your course who have viewed the media in the **Viewers** column [2]. To sort the list in ascending or descending alphabetical order by first name, click the **Viewer Sort** icon [3].

Each viewer's completion percentage displays in the **Completion Rate** column [4]. To sort the list by ascending or descending completion percentage, click the **Completion Rate Sort** icon [5]. To view an [individual user's data](#), click the **Completion Rate Graph** icon [6].

The list displays up to twelve viewers. To view additional users in the list, use the **Page Navigation** icons [7].

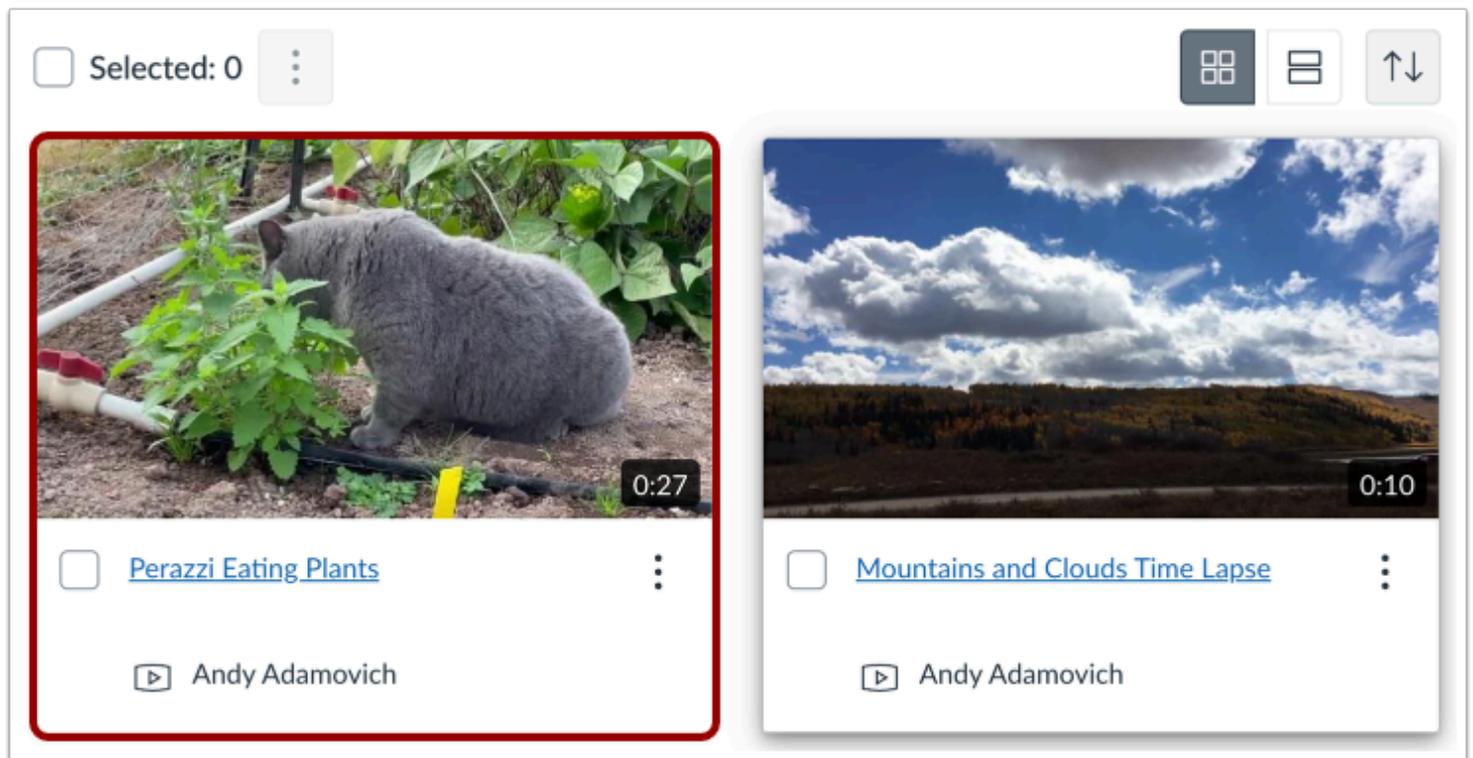
To export the displayed list as a [CSV file](#), click the **Download CSV** button [8].

Note: Users who have teacher and student roles in different Canvas courses will display in the viewer list for both roles regardless of the role they have in the selected course.

How do I view Canvas Studio analytics for individual viewers?

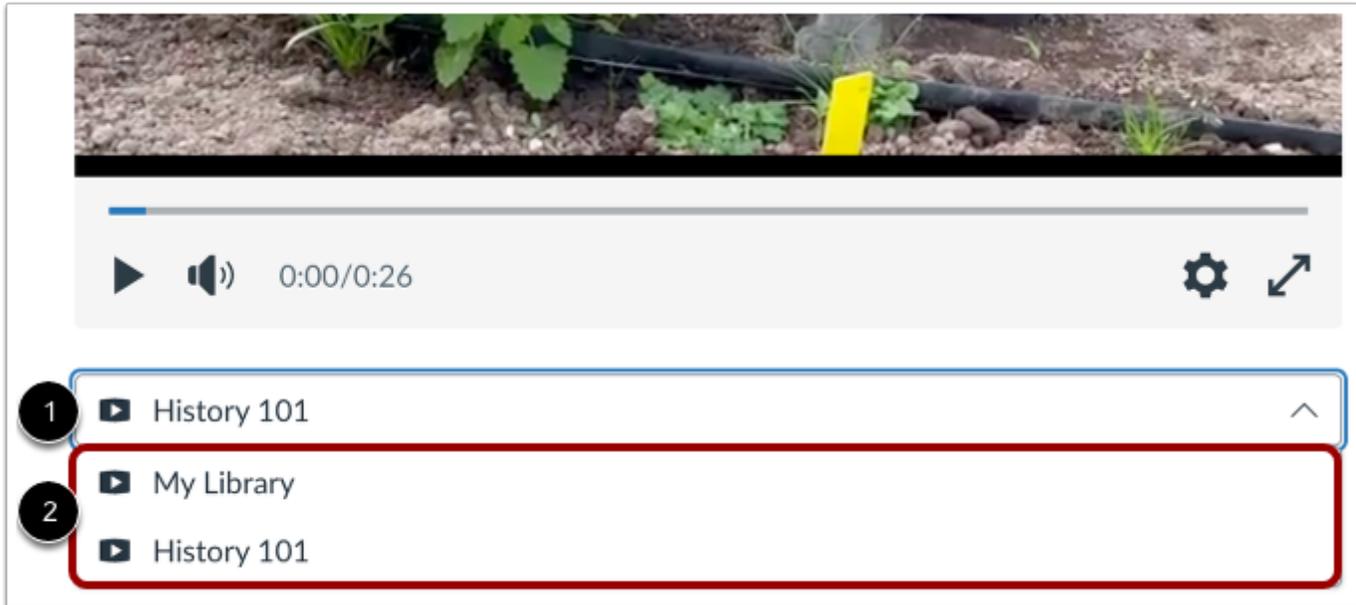
In Canvas Studio, you can view details about how individual viewers watch your media from the Insights media tab. You can also export viewer analytics as a [CSV file](#).

Open Media



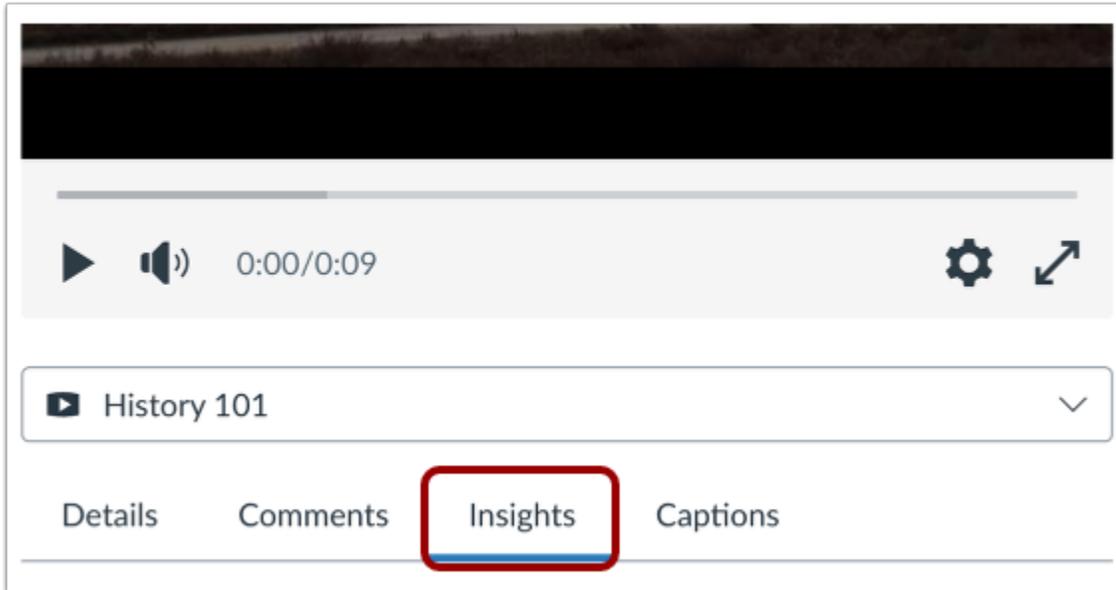
Locate the media you want to view and then click the media thumbnail.

Select Course



If your media is added to multiple Canvas courses, you can select to view insights for a specific course. Click the **Course Filter** drop-down menu [1]. Then select the course you want to view [2].

Open Insights



Click the **Insights** tab.

Open Completion Rate Graph

Viewers

1

2 Viewers ▾

Download CSV

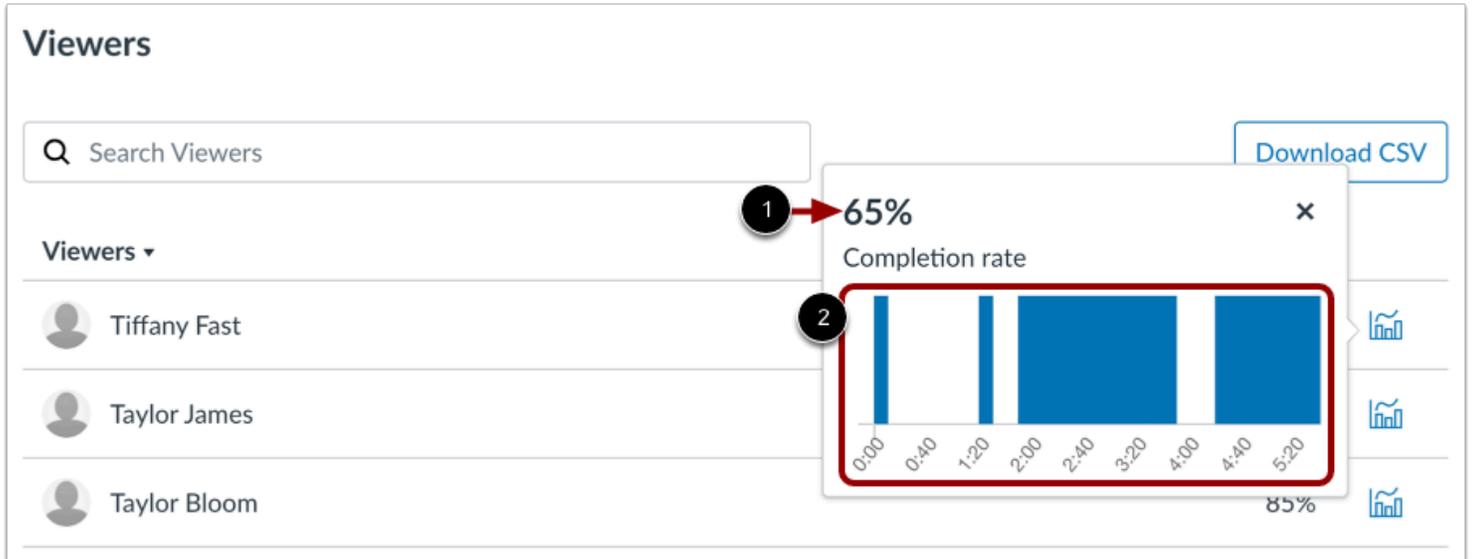
| | Completion rate | 3 |
|---|-----------------|---|
|  Tiffany Fast | 65% |  |
|  Taylor James | 50% |  |
|  Taylor Bloom | 85% |  |
|  Stephanie Aguilar | 85% |  |

The Viewers section displays a list of all users who have viewed the media.

To search for a specific individual, enter the name in the **Search Viewers** field [1]. Alternatively, locate the user in the Viewer List [2].

Then click the **Completion Rate Graph** icon [3].

View Completion Rate Graph



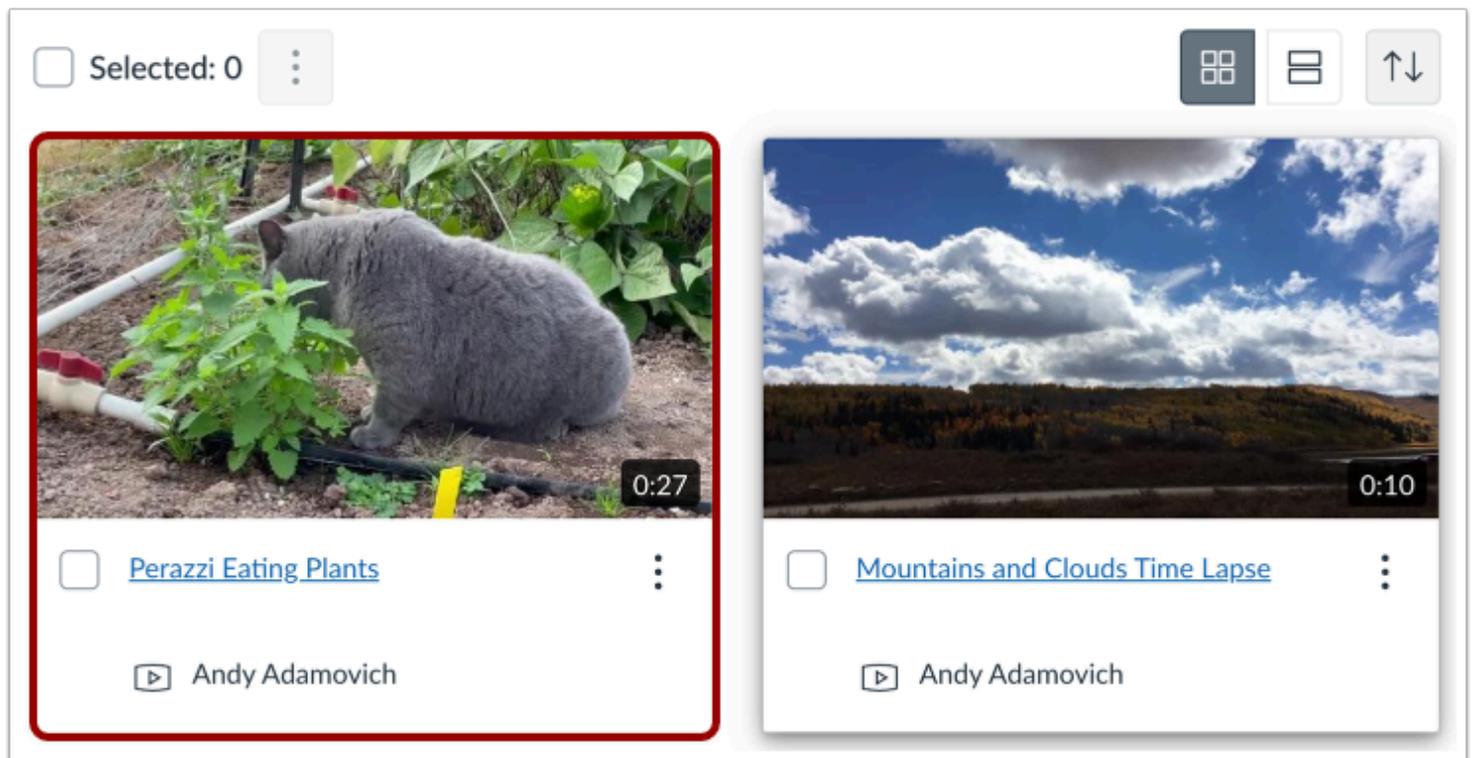
The Completion Rate Graph displays the viewer's completion rate percentage [1] as well as a timeline graph illustrating the watched portions of the video [2].

Note: The completion rate is based on students watching the entire video. If a video is embedded with a timestamp that defines half of the video, a 50% completion rate means that a student watched the video from the embedded timestamp forward.

How do I export Canvas Studio viewer analytics as a CSV file?

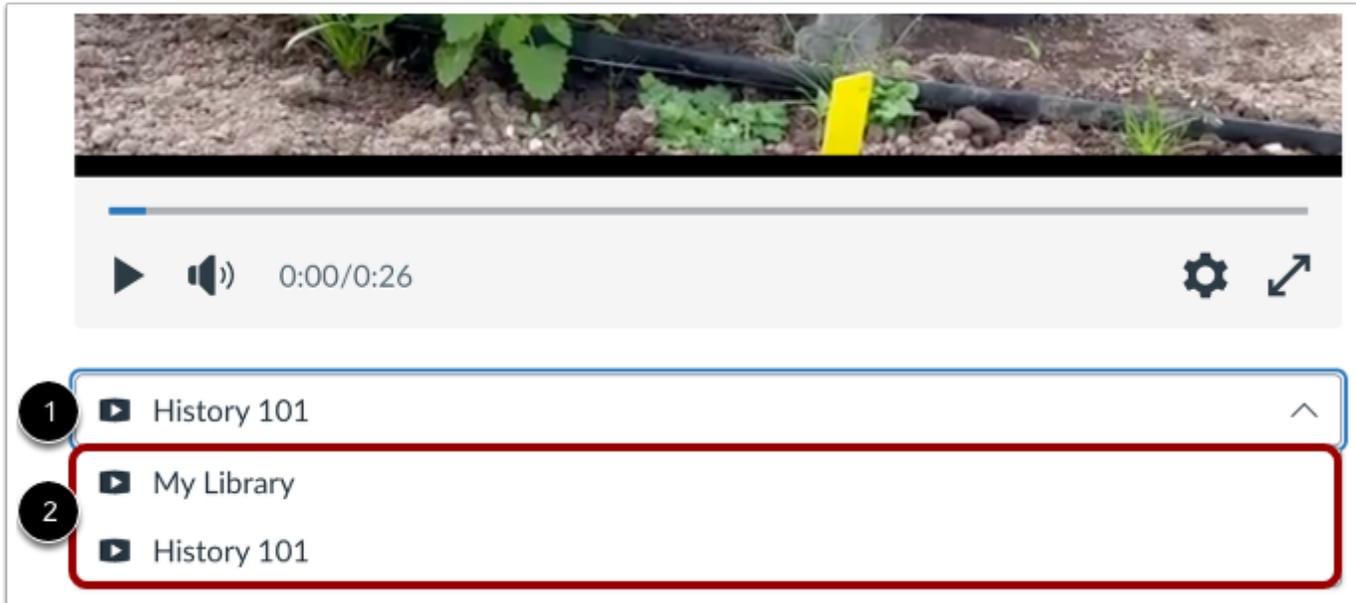
In Canvas Studio, you can view details about how individual viewers watch your media from the Insights media tab. You can also export viewer analytics as CSV file.

Open Media



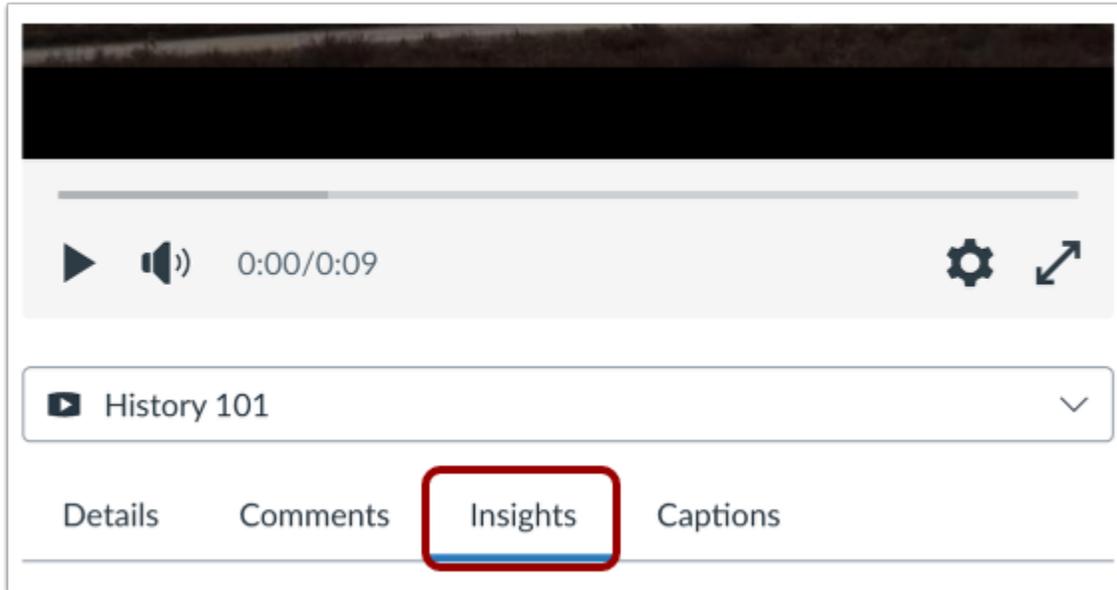
Locate the media you want to view and then click the media thumbnail.

Select Course



If your media is added to multiple Canvas courses, you can select to view insights for a specific course. Click the **Course Filter** drop-down menu [1]. Then select the course you want to view [2].

Open Insights



Click the **Insights** tab.

Download CSV

Viewers

Download CSV

| Viewers ▾ | Completion rate |
|---|---|
|  Tiffany Fast | 65%  |
|  Taylor James | 50%  |
|  Taylor Bloom | 85%  |
|  Stephanie Aguilar | 85%  |

The Viewers section displays a list of all users who have viewed the media. To download the Viewers list, click the **Download CSV** button.

Note: If you [search for a specific student](#)(s) before downloading the CSV, the download only includes the displayed viewers.

View Downloaded CSV

| | 1 | 2 | 3 | 4 |
|----|-------------------|-------|---------|-----------------|
| 1 | Name | Email | Role | Completion Rate |
| 2 | Robert Aadasian | | Student | 59% |
| 3 | Jose Diaz | | Student | 100% |
| 4 | Kelly Cohen | | Student | 76% |
| 5 | Taylor Bloom | | Student | 85% |
| 6 | Ruben Dunning | | Student | 94% |
| 7 | Rayssa Armenta | | Student | 85% |
| 8 | Brooke Echeverria | | Student | 76% |
| 9 | Stephanie Aguilar | | Student | 85% |
| 10 | Tiffany Fast | | Student | 65% |

For each viewer, the downloaded CSV displays the name [1], email address[2], role [3], and completion rate [4].

Note: Users who have teacher and student roles in different Canvas courses will display in the CSV file regardless of the role they have in the selected course.

Studio Quizzing

How do I use Canvas Studio video quizzing?

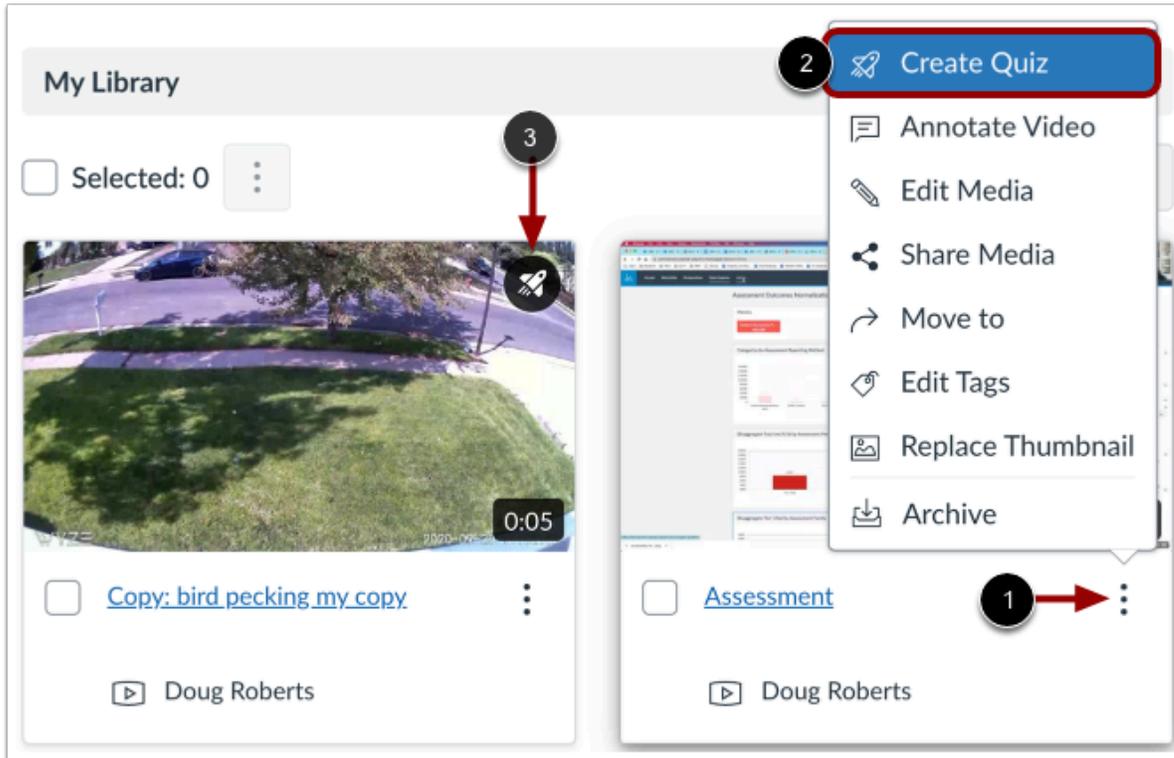
Canvas Studio Video Quizzing provides instructors, teacher assistants (TAs), designers, and Studio account admins with a simple way to create engaging and impactful learning experiences through video. Instructors, TAs, designers, and Studio account admins can engage students using a video with questions to evaluate how well students are comprehending the video content.

As an instructor, TA, designer, or Studio account admin, you can create and embed video quizzes in Canvas. As a user, you can take embedded video quizzes. This gives students an interactive video learning experience that provides feedback to help them monitor their own understanding of the video content.

Notes:

- Quizzes must be created from your My Library page.
- Once a Studio video quiz has been taken, edits made to the video quiz by the creator will not apply to any pre-existing embedded quizzes that have submissions. New embeds of the edited video quiz will show the updated version of the video quiz.
- If the quiz creation option does not display in Studio, this feature has not been enabled in your account. Please contact your admin for more information.

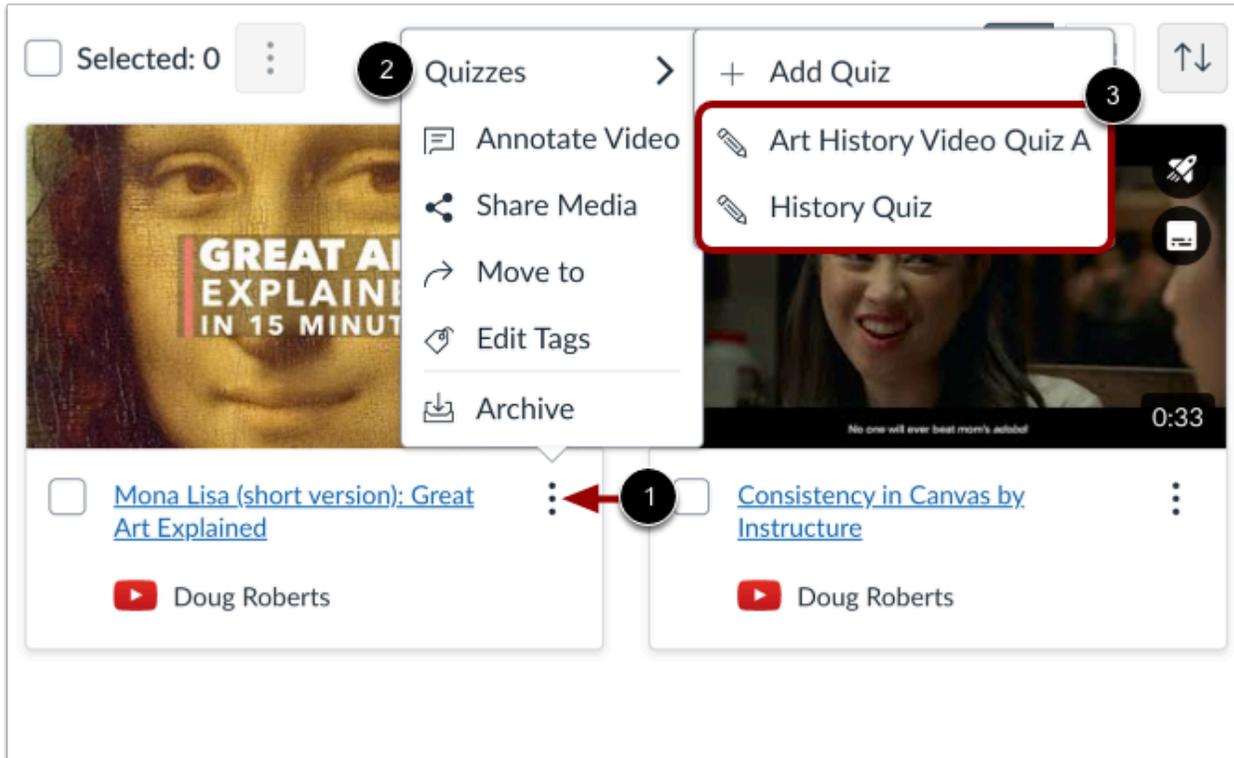
View Media to Create Quiz



Locate the media to base your quiz on and click the **Options** icon [1]. Then click the **Create Quiz** link [2], and [create your quiz](#).

Note: Media that includes a video quiz displays the Quiz icon [3].

View Media with Quiz

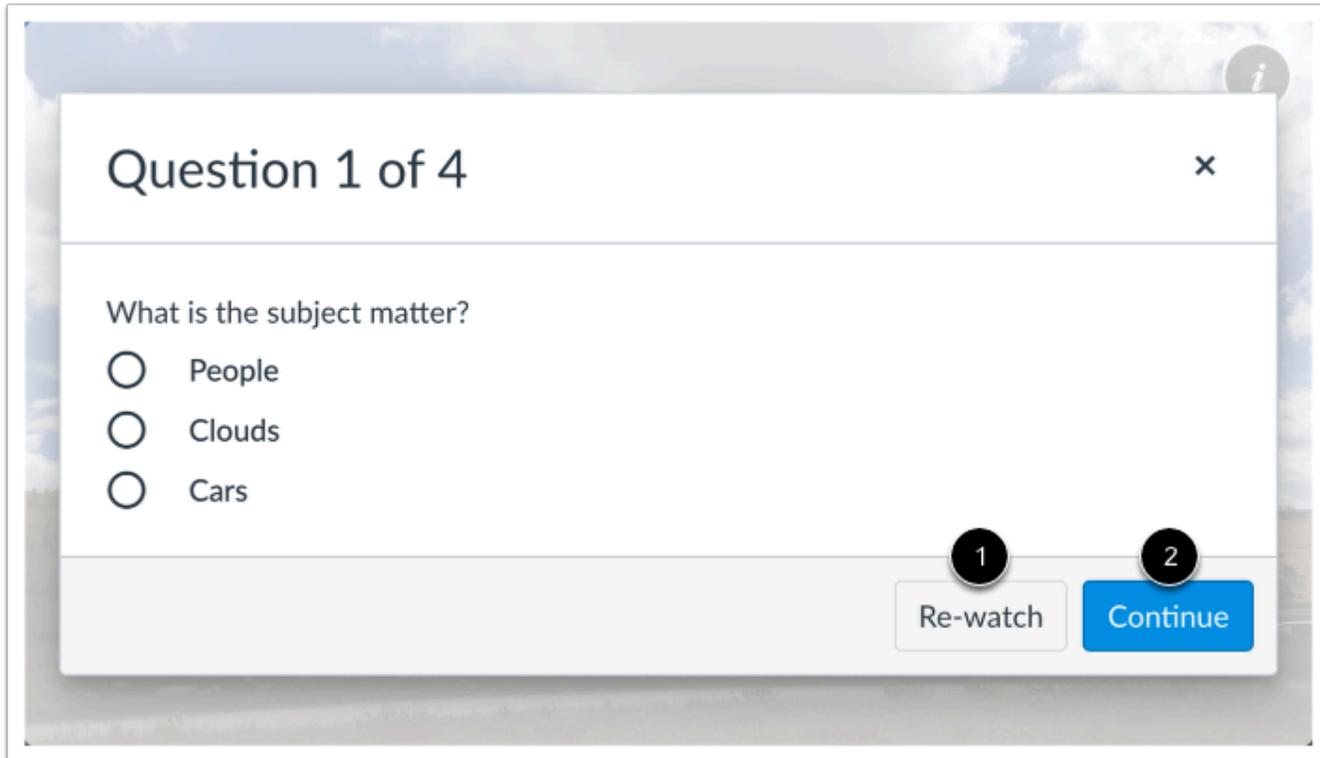


Locate the media with the created quiz.

Click the **Options** icon [1], hover over the **Quizzes** link [2], and then view the name of the created quiz [3].

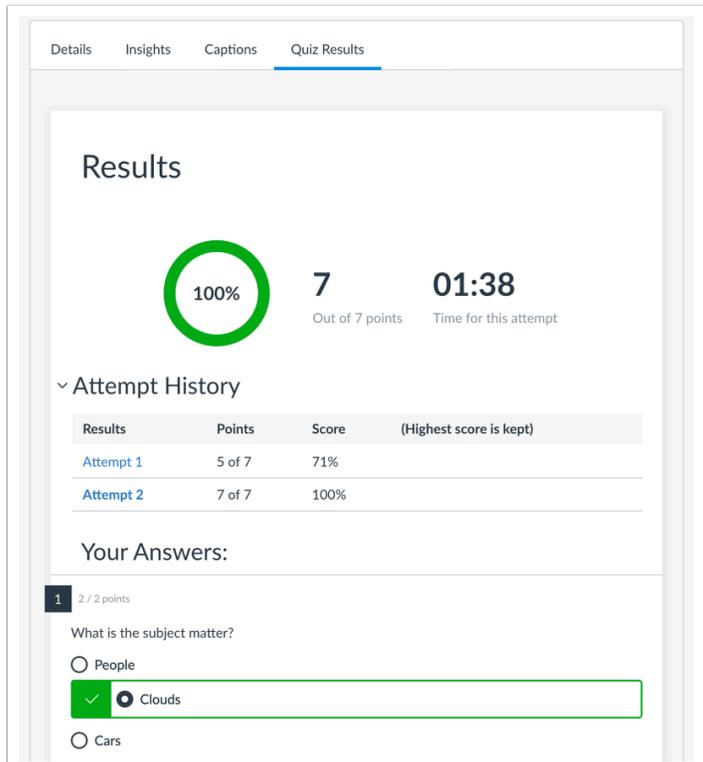
For users to take the quiz, the media must be [embedded in Canvas](#).

View Quiz



As you play the media, [answer the questions](#) that are displayed in the media timeline. To play the relevant portion of the media again, click the **Re-watch** button [1]. To continue playing the media, click the **Continue** button [2].

View Results



The screenshot shows the 'Quiz Results' tab in the Canvas interface. At the top, there are navigation tabs: 'Details', 'Insights', 'Captions', and 'Quiz Results'. The main content area is titled 'Results' and displays a green circular progress indicator showing 100%. To the right of the progress indicator, the score '7' is shown, with 'Out of 7 points' below it. Further right, the time '01:38' is displayed, with 'Time for this attempt' below it. Below the results, there is a section for 'Attempt History' with a dropdown arrow. It contains a table with the following data:

| Results | Points | Score | (Highest score is kept) |
|-----------|--------|-------|-------------------------|
| Attempt 1 | 5 of 7 | 71% | |
| Attempt 2 | 7 of 7 | 100% | |

Below the table, the section 'Your Answers:' is visible. It shows a question: '1 2 / 2 points What is the subject matter?'. There are three radio button options: 'People', 'Clouds', and 'Cars'. The 'Clouds' option is selected, indicated by a green checkmark in a box next to the radio button.

Instructors, TAs, designers, and Studio account admins can view [quiz results](#). Users can view their [individual quiz results](#).

How do I create a Canvas Studio video quiz?

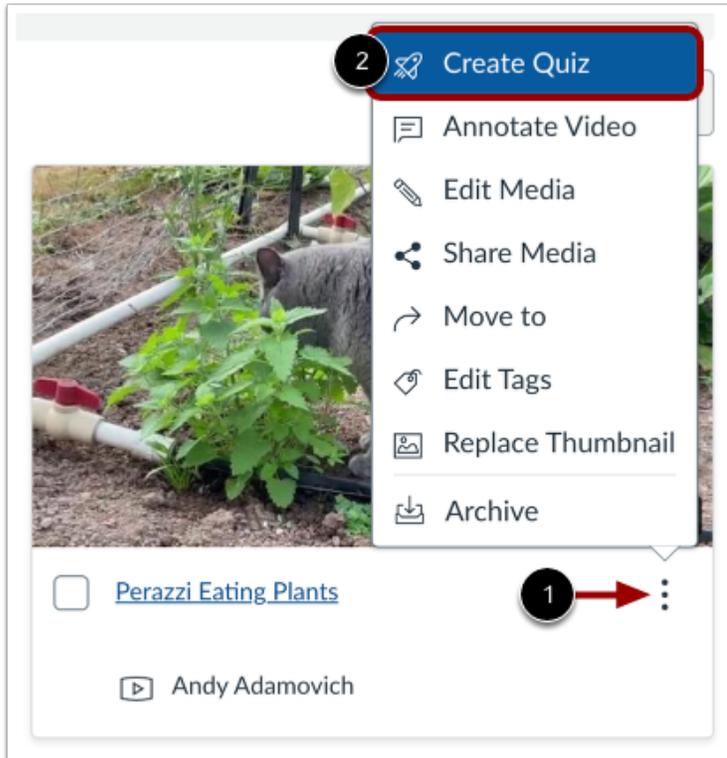
Instructors, teaching assistants (TAs), designers, and Canvas Studio account admins can create quizzes from their My Library page in Studio.

After creating a Canvas Studio video quiz, you can [embed the quiz](#) in a Canvas course. After students take the quiz, you can view the [quiz](#) or [individual student results](#). You can also [post quiz grades](#) to your gradebook.

Notes:

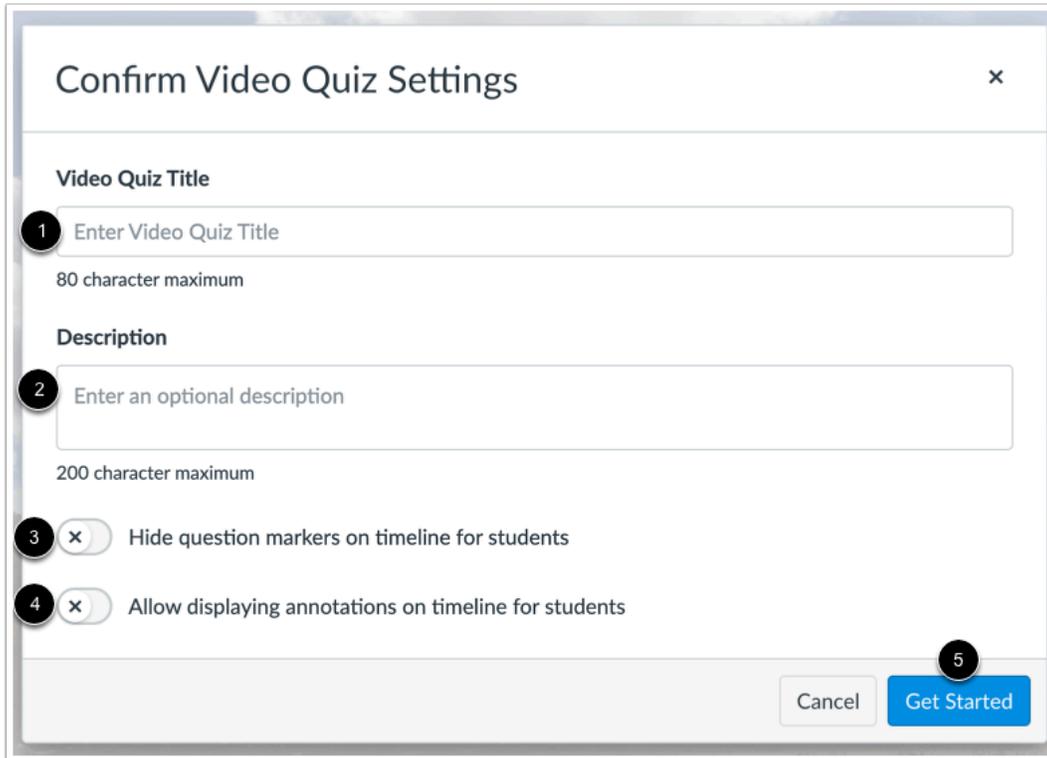
- You can only create Studio quizzes from videos in your My Library page.
- Studio quizzes support Multiple Choice, True or False, and Multiple Answer question types.
- Studio quizzes do not support more than 50 questions in a quiz. Quizzes with more than 50 questions cannot be edited and may not display properly for students.
- Multiple quizzes can be added to a media file.
- If the quiz creation option does not display in Studio, this feature is not enabled in your account. Please contact your admin for more information.
- When you [share a Studio video](#), any quiz created in that video is not included.
- When you copy Canvas course content, quizzes created in Studio do not copy and will need to be re-imported to the new course.

Create Quiz



Locate the media where you want to create the quiz. In the thumbnail for the media, click the **Options** icon [1]. Then, click the **Create Quiz** link [2].

Add Quiz Details



In the **Video Quiz Title** field [1], enter the name of the quiz.

In the **Description** field [2], enter an optional description.

To hide question markers in the embedded quiz, click the **Hide question markers on timeline for students** toggle button [3].

To allow video annotations to display in the quiz timeline, click the **Allow displaying annotations on timeline for students** toggle button [4].

Click the **Get Started** button [5].

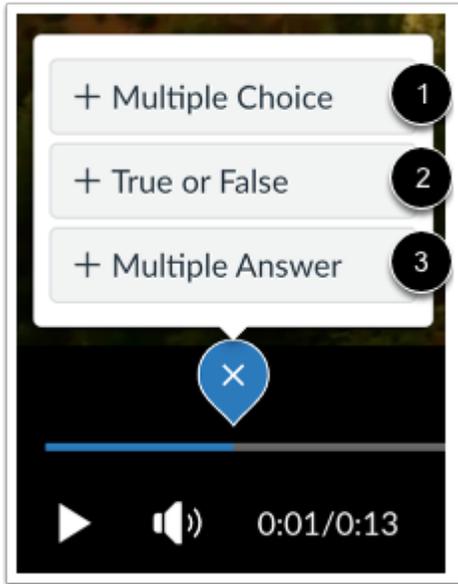
Add Questions



To create a quiz question, click the **Add** button. The Add button appears when the media is paused.

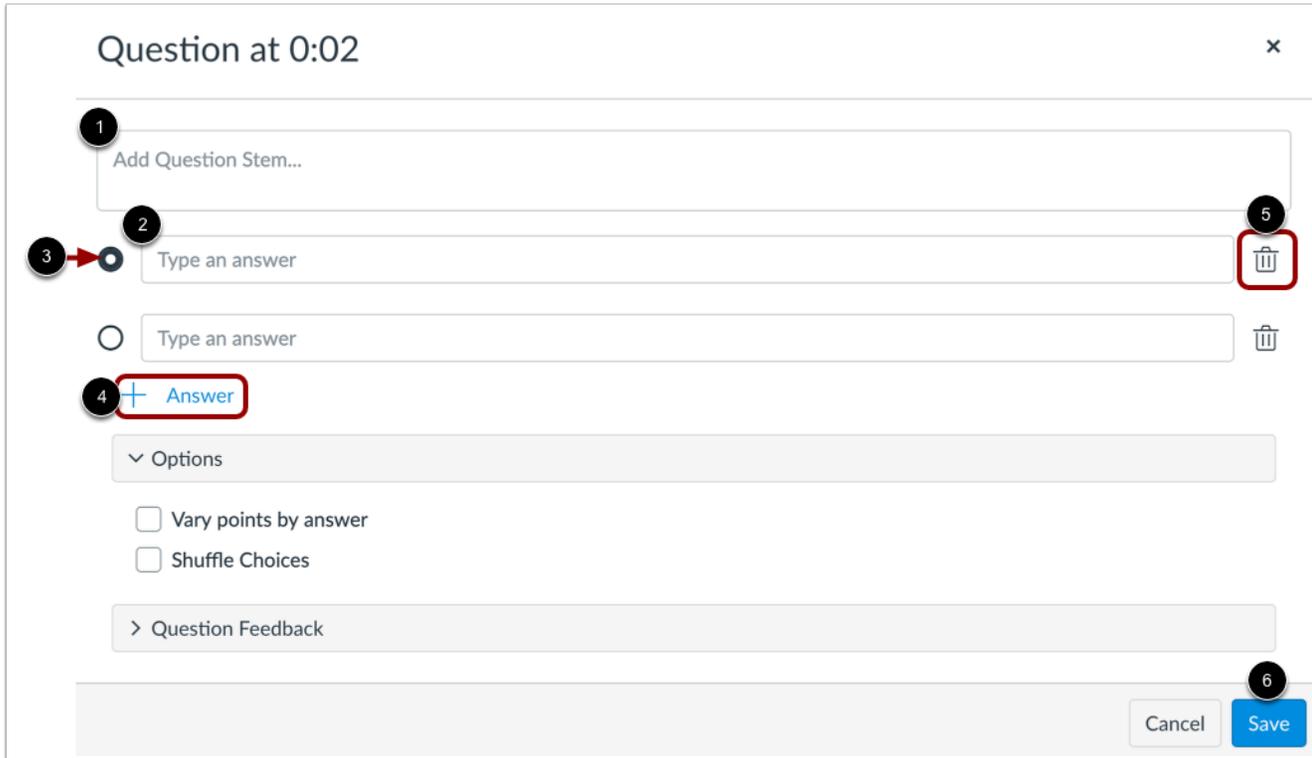
Note: Studio quizzes do not support more than 50 questions in a quiz. Quizzes with more than 50 questions cannot be edited and may not display properly for students.

Select Question Type



To add a question, click the **Multiple Choice** [1], **True or False** [2], or **Multiple Answer** [3] question type option.

Edit Multiple Choice Question Details



In the **Question Stem** field [1], add a question stem. The question stem contains the question and, if necessary, additional information.

To add answers to the question, type the answers in the **Answer** fields [2]. To select the correct answer, click the button next to that answer [3].

To add an additional answer choice, click the **Add Answer** link [4]. To delete an answer, click the **Delete** icon [5].

Click the **Save** button [6].

Vary Points by Answer

Edit Question ✕

What is the subject matter?

People ↑ ↓ Pts 🗑️

Clouds ↑ ↓ Pts 🗑️

Cars ↑ ↓ Pts 🗑️

[+ Answer](#)

Options

Vary points by answer 1

Shuffle Choices

To vary points based on student responses, click the **Vary points by answer** checkbox [1]. Then, set specific point totals for each answer by entering a value or using the arrows in the **Pts** field [2].

Shuffle Multiple Choice Answer Choices

Edit Question ×

What is the subject matter?

People 2  

Clouds 1  

Cars 3  

[+ Answer](#)

Options

Vary points by answer

1 Shuffle Choices

To shuffle answer choices, click the **Shuffle Choices** checkbox [1]. To lock an answer in its location, click the **Lock Distractor Position** icon [2]. To unlock a locked answer, click the **Unlock Distractor Position** icon [3].

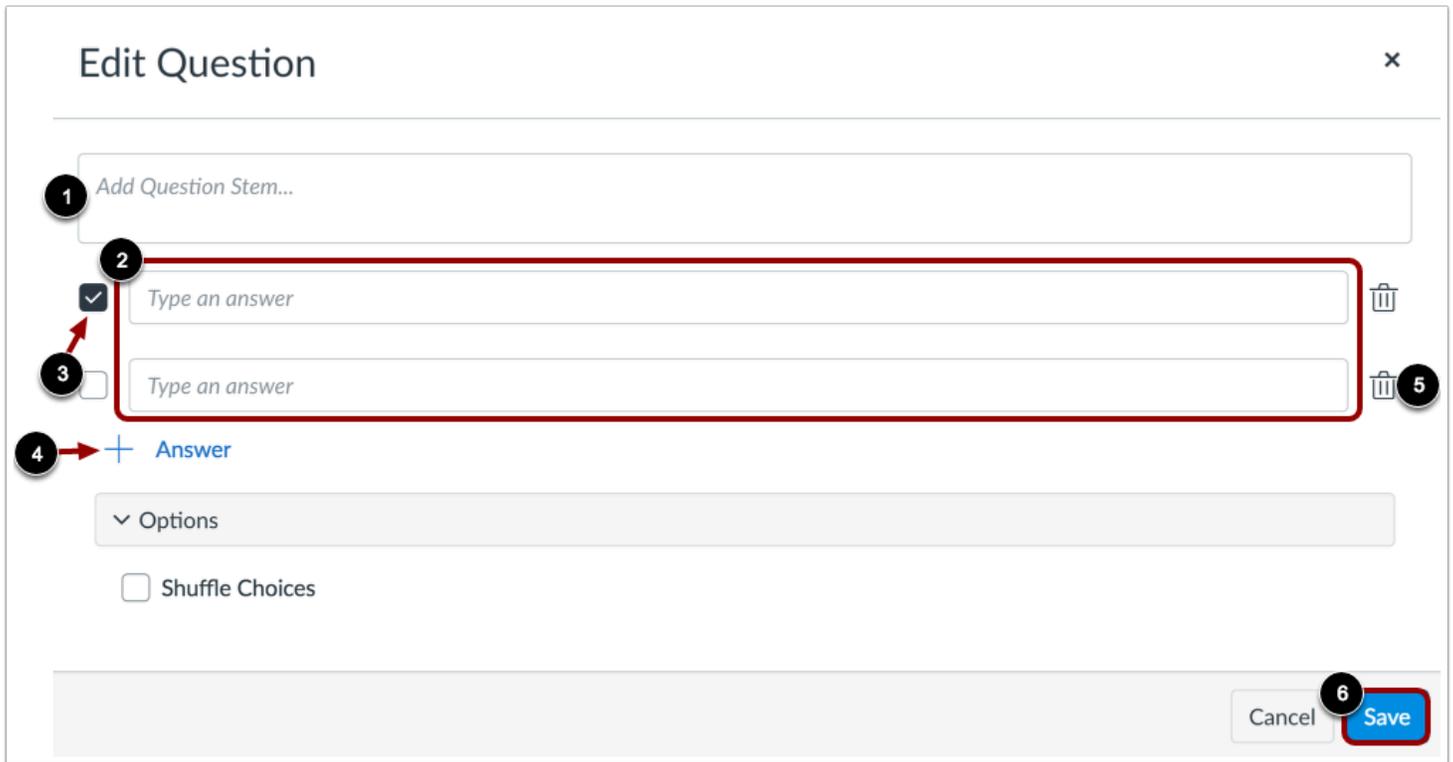
Edit True or False Question Details

In the **Question Stem** field [1], add a question stem. The question stem contains the question and, if necessary, additional information.

To select the correct answer for the question, click the button next to the **True** [2] or **False** [3] option.

Click the **Save** button [4].

Edit Multiple Answer Question Details



The screenshot shows the 'Edit Question' dialog box. It features a text input field for the question stem (1), two answer input fields (2) with checkboxes (3) and delete icons (5), an 'Add Answer' link (4), an 'Options' dropdown, a 'Shuffle Choices' checkbox, and 'Cancel' (6) and 'Save' buttons at the bottom right.

In the **Question Stem** field [1], add a question stem. The question stem contains the question and, if necessary, additional information.

To add answers to the question, type the answers in the **Answer** fields [2]. To select the correct answer(s), click the checkbox next to that answer [3].

To add an additional answer choice, click the **Add Answer** link [4]. To delete an answer, click the **Delete** icon [5].

Click the **Save** button [6].

Shuffle Multiple Answer Choices

Edit Question ×

What is the subject matter?

Cars 2  

People  

Clouds 3  

[+ Answer](#)

[Options](#)

1 Shuffle Choices

To shuffle answer choices, click the **Shuffle Choices** checkbox [1]. To lock an answer in its location, click the **Lock Distractor Position** icon [2]. To unlock a locked answer, click the **Unlock Distractor Position** icon [3].

Add Quiz Question Feedback

1 Question Feedback

For a correct answer

2 Enter comments...

For an incorrect answer

3 Enter comments...

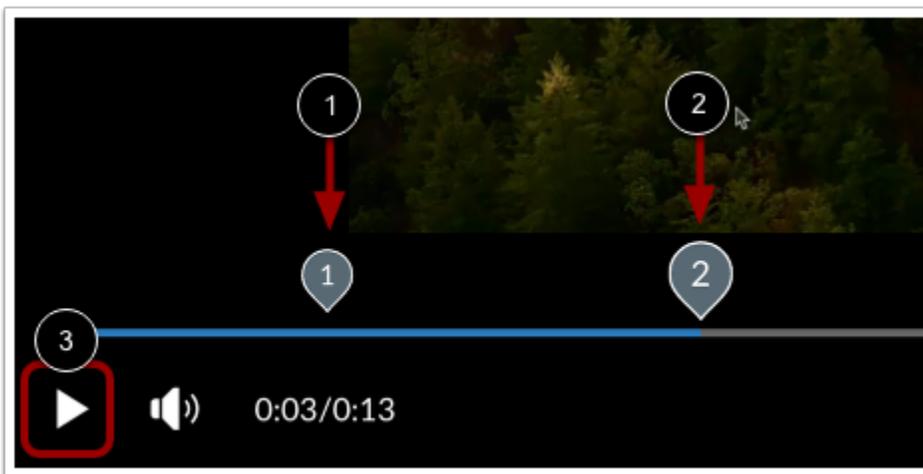
Provide general feedback (regardless of answer)

4 Enter comments...

To add question feedback, click the **Question Feedback** section link [1].

You can enter comments for students to view after taking the quiz. You can enter comments about a correct answer [2], about an incorrect answer [3], or to provide general feedback [4].

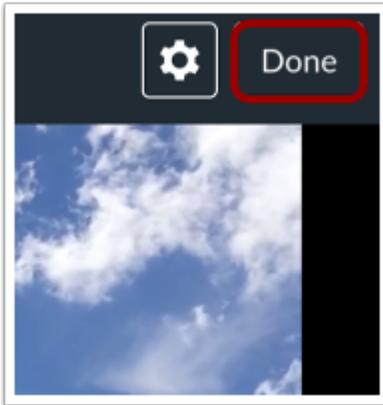
View Questions



View the questions in the media indicated by a number [1]. To edit an existing question, click the question number [2].

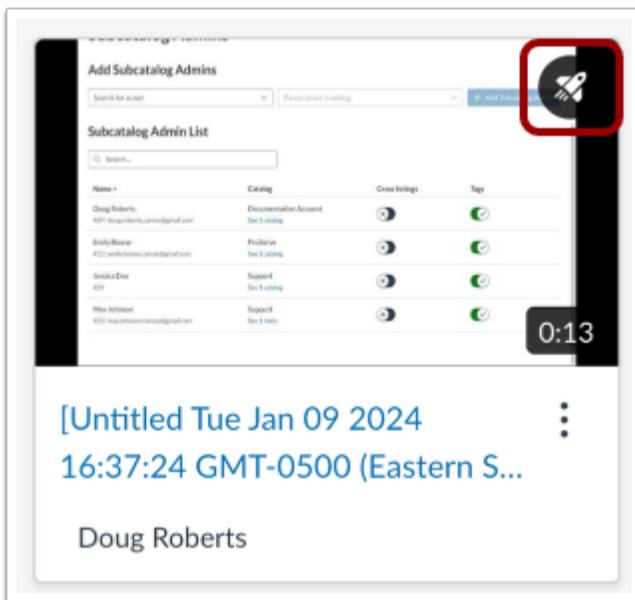
To review the video quiz questions while the video plays, click the **Play** button [3].

Return to Media



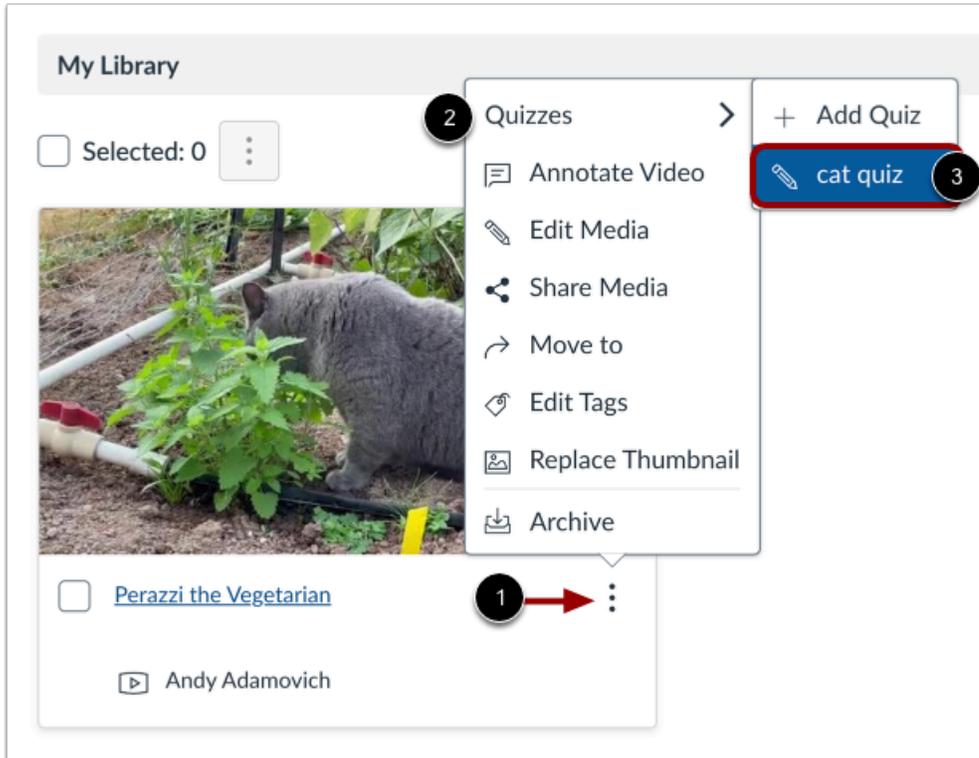
When you are done editing your video quiz, click the **Done** button.

View Media with Quiz



A Quiz icon displays on media with quizzes.

Edit Quiz



On the My Library page, locate the media with the quiz. Click the **Options** icon [1], hover your cursor over the **Quizzes** link [2], and select the quiz name [3].

For users to take the quiz, you must [embed the media in a Canvas course](#).

Note: Once a version of a quiz has been embedded or taken, it cannot be edited.

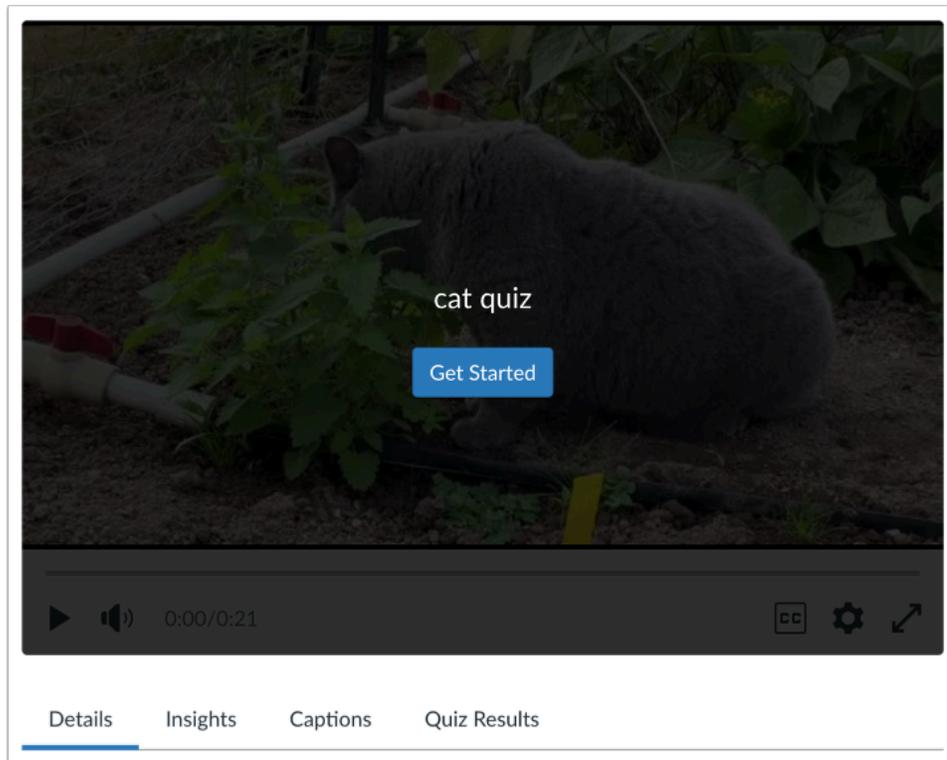
How do I view Canvas Studio video quiz and item analysis results?

You can view Canvas Studio video quiz results in Canvas. The Quiz and Item Analysis report includes statistics for the entire quiz, as well as for individual items.

You can also [view individual student results](#).

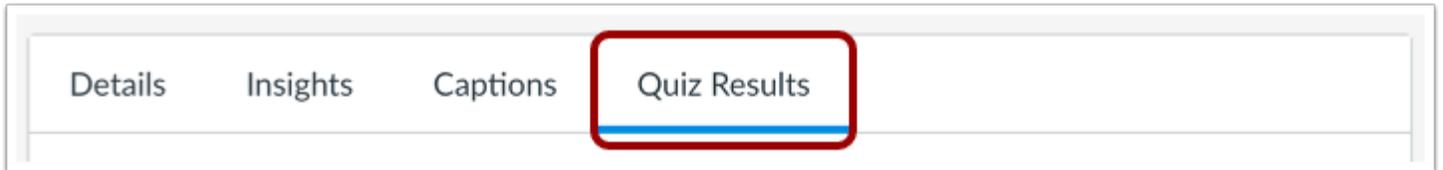
Note: Canvas Studio quiz and item analysis statistics are based on those generated by Canvas New Quizzes. You can [learn more about the statistics](#).

Open Embedded Video



Open the Canvas feature area that contains the [embedded Studio quiz](#) you want to view.

Open Quiz Results



Click the **Quiz Results** tab.

Note: If the Quiz Results tab does not display, this feature has not been enabled in your account. Please contact your admin for more information.

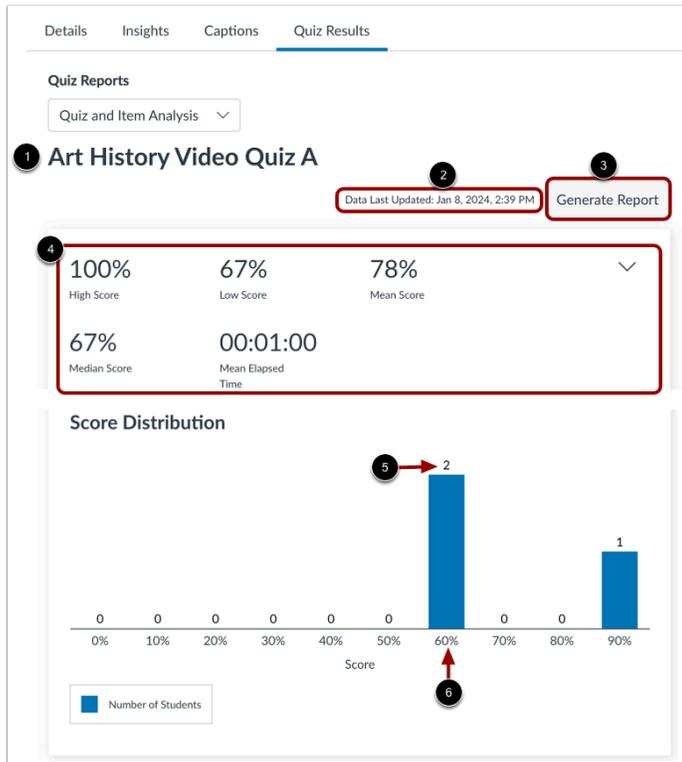
Generate Quiz and Item Analysis Report



From the **Quiz Reports** drop-down menu, select the **Quiz and Item Analysis** option [1]. Then, click the **Generate Report** button [2].

Note: To generate quiz results, there must be quiz data from at least three students.

View Quiz Analysis



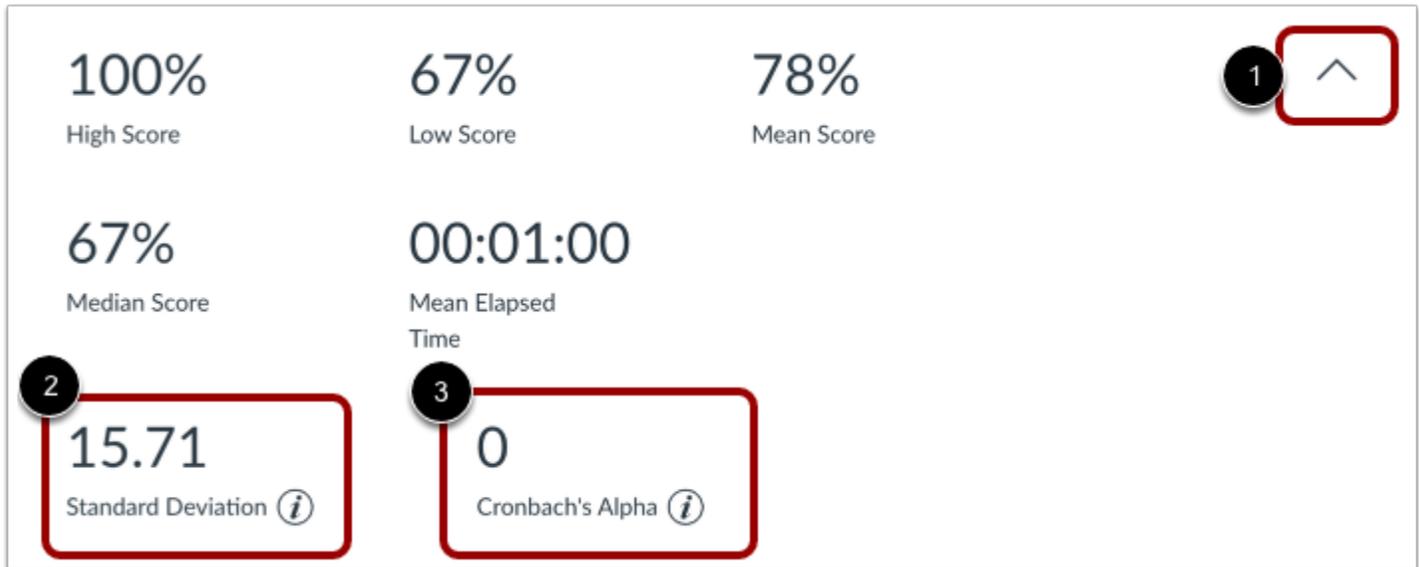
The report displays the quiz title [1] and the report generation date and time [2]. To incorporate quiz data available after the report generation date and time, click the **Generate Report** button [3].

The quiz report displays the following statistics [4]:

- **High Score:** highest percentage score
- **Low Score:** lowest percentage score
- **Mean Score:** average percentage score
- **Median Score:** median percentage score
- **Mean Elapsed Time:** average time taken to complete the quiz

The Score Distribution graph displays the distribution of earned scores. Each bar displays the total number of students [5] who received the corresponding percentage score [6].

View Expanded Quiz Analysis



Click the **Expand/Collapse** icon [1]. The following statistics display:

- **Standard Deviation** [2]: amount of variation from the mean score in percentage
- **Cronbach's Alpha** [3]: an internal consistency measure that estimates the reliability of a quiz

View Item Analysis

Item Analysis

Studio Video Quiz True or False Question ← 1

True Or False ← 2

The image in the background is Mona Lisa. ← 3

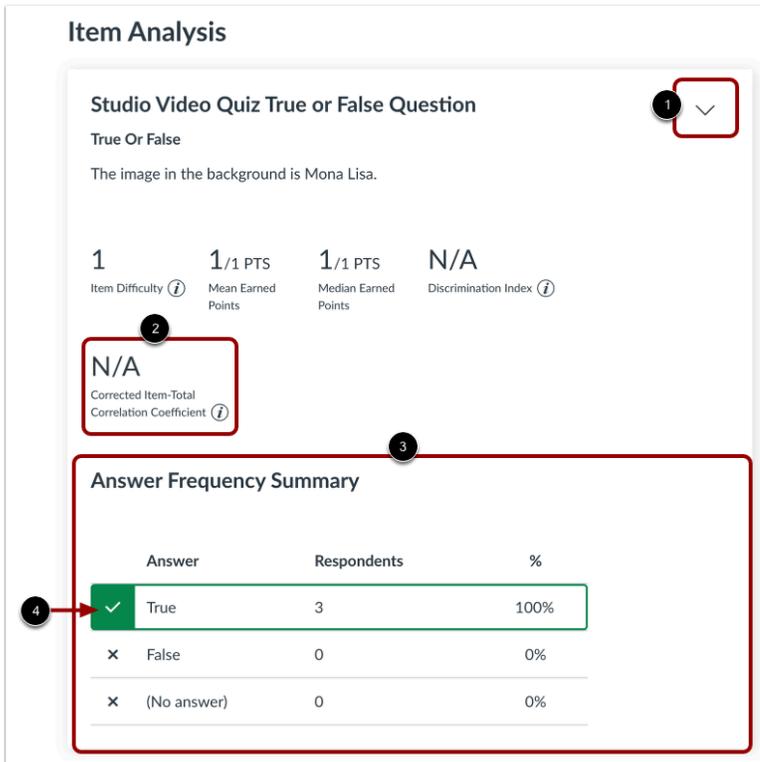
| | | | |
|-------------------|--------------------|----------------------|------------------------|
| 1 | 1/1 PTS | 1/1 PTS | N/A |
| Item Difficulty ⓘ | Mean Earned Points | Median Earned Points | Discrimination Index ⓘ |
| 4 | 5 | 6 | 7 |

In the Item Analysis section, you can view each item's title [1], question type [2], and question stem [3]. You can also view the following statistics:

- **Item Difficulty** [4]: measures the proportion of students who answered the question correctly
- **Mean Earned Points** [5]: displays the average point score out of the maximum possible points
- **Median Earned Points** [6]: displays the median point score out of the maximum possible points
- **Discrimination Index** [7]: assesses the ability of an item to differentiate between the highest scoring and lowest scoring students

Note: For more details about a statistic, click an **Information** icon [8].

View Expanded Item Analysis



Item Analysis

Studio Video Quiz True or False Question

True Or False

The image in the background is Mona Lisa.

1 Item Difficulty ⓘ 1/1 PTS Mean Earned Points 1/1 PTS Median Earned Points N/A Discrimination Index ⓘ

N/A Corrected Item-Total Correlation Coefficient ⓘ

Answer Frequency Summary

| Answer | Respondents | % |
|---------------|-------------|------|
| ✓ True | 3 | 100% |
| × False | 0 | 0% |
| × (No answer) | 0 | 0% |

To view additional item analysis details, click the item **Expand/Collapse** icon [1]. You can view:

- **Corrected Item–Total Correlation Coefficient** [2]: measures the correlation between a given item and the total score
- **Answer Frequency Summary Chart** [3]: displays each answer choice along with the number and percentage of respondents (students) who selected the answer choice

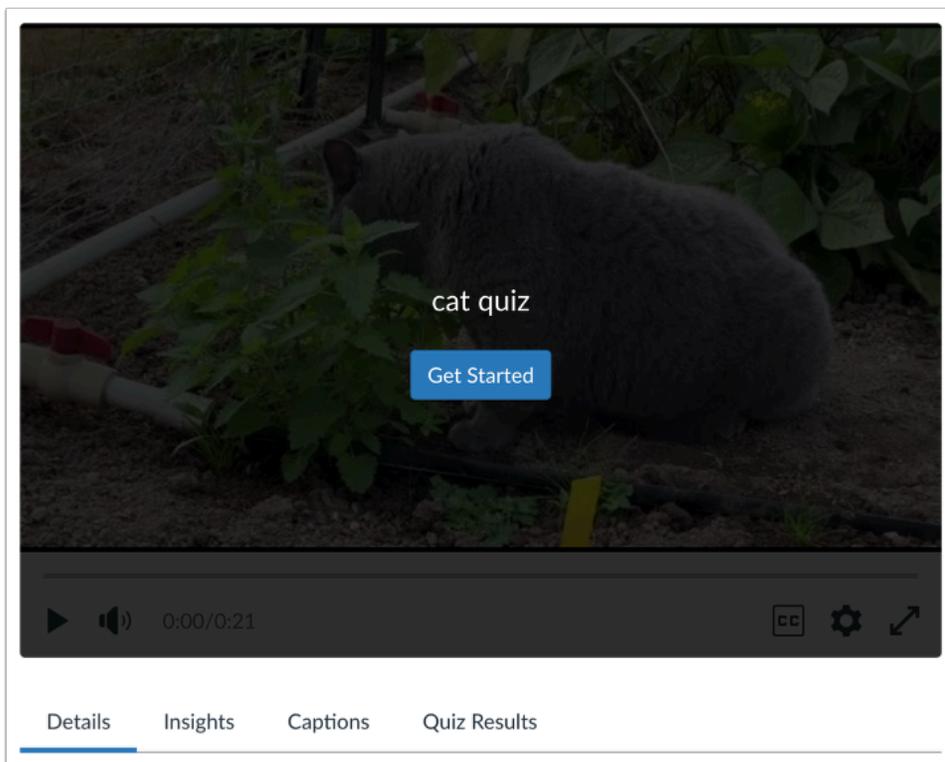
Note: Correct answers display a check mark [4].

How do I view Canvas Studio video quiz results for individual students?

You can view Canvas Studio video quiz results for individual students in Canvas. The Student Results report displays a chart of all students and their data. You can also view individual student answers.

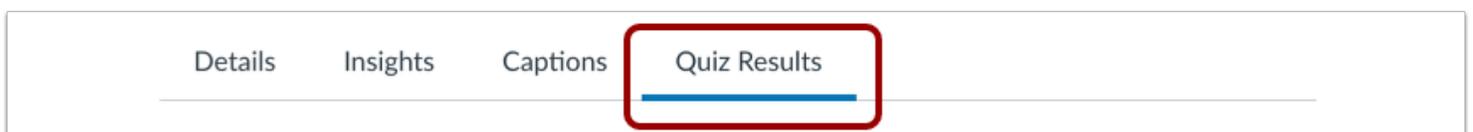
For overall quiz and item analysis results, [view the quiz and item analysis report](#).

Open Embedded Video



Open the Canvas feature area that contains the [embedded Studio quiz](#) you want to view.

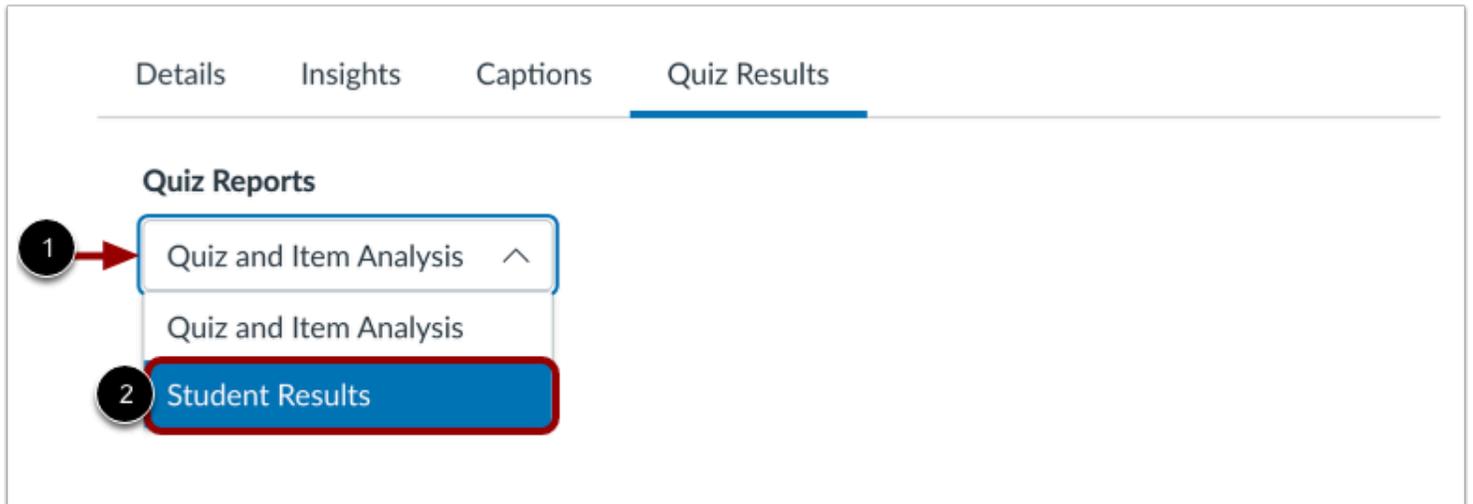
Open Quiz Results



Click the **Quiz Results** tab.

Note: If the Quiz Results tab does not display, this feature has not been enabled in your account. Please contact your admin for more information.

Open Student Results Report



Click the **Quiz Reports** drop-down menu [1]. Then, select the **Student Results** option [2].

Note: The Quiz and Item Analysis option allows you to [view overall quiz and item analysis data](#).

View Summarized Student Results

| Details Insights Captions Quiz Results | | | | | |
|--|-------------------------------|---------------------------|-----------|-----------------|-----------------|
| Quiz Reports | | | | | |
| <input type="text" value="Student Results"/> | | | | | |
| 1 Student Name | 2 Attempts | 3 Grade | 4 Time | 5 Submitted | |
| Doug Roberts | Attempt 1 | — | — | In Progress | |
| Emily Boone | 6 → Attempt 1 | 67% | 1:06 | January 5, 2024 | |
| Jessica Doe | 7 | Attempt 1 | 67% | 0:56 | January 5, 2024 |
| | | Attempt 2 | 67% | 0:47 | January 9, 2024 |

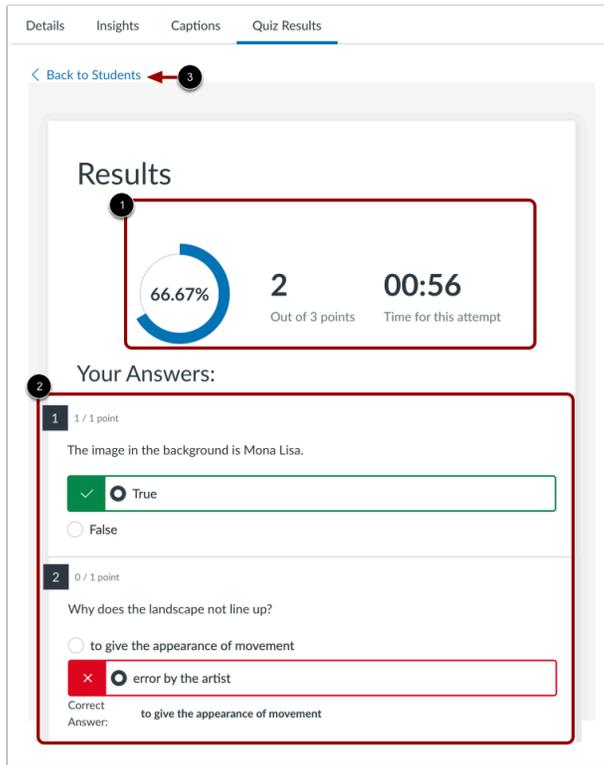
The Student Results page displays a list of all students who have submitted the quiz [1].

You can also view each student's quiz attempts [2], their quiz grade [3], the time a student spent taking the quiz [4], and the date the quiz was submitted [5].

To view an individual student's quiz attempt, click an **Attempt** link next to the student's name [6].

Note: If there is more than one student attempt, you can view results from any attempt [7].

View Detailed Student Results



The screenshot shows the 'Quiz Results' tab in Canvas. At the top, there are tabs for 'Details', 'Insights', 'Captions', and 'Quiz Results'. A 'Back to Students' link with a red arrow and a '3' in a circle is visible. The main content is divided into two sections: 'Results' and 'Your Answers:'. The 'Results' section [1] contains a circular progress indicator showing 66.67%, a score of 2 out of 3 points, and a time of 00:56. The 'Your Answers:' section [2] shows two questions. The first question [1] asks 'The image in the background is Mona Lisa.' and has 'True' selected with a green checkmark. The second question [2] asks 'Why does the landscape not line up?' and has 'error by the artist' selected with a red X. Below the second question, the correct answer is shown as 'to give the appearance of movement'.

In the Results section [1], you can view a summary of the student's quiz attempt, including their score percentage, the number of points earned for correct answers, and the time the student spent taking the quiz.

In the Your Answers section [2], you can view the student's answers for each quiz question.

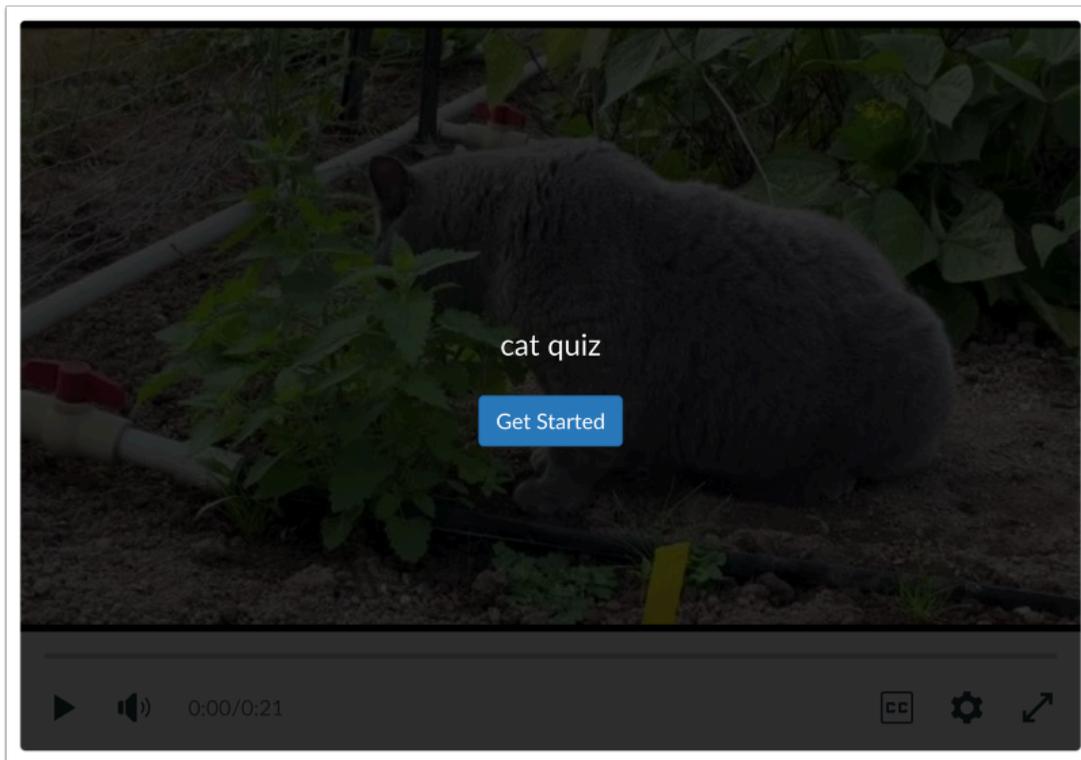
To return to the Student Results, click the **Back to Students** link [3].

How do I take a Canvas Studio video quiz in a Canvas course as a student?

You can take a video quiz from Canvas Studio by accessing an embedded video in a Canvas course.

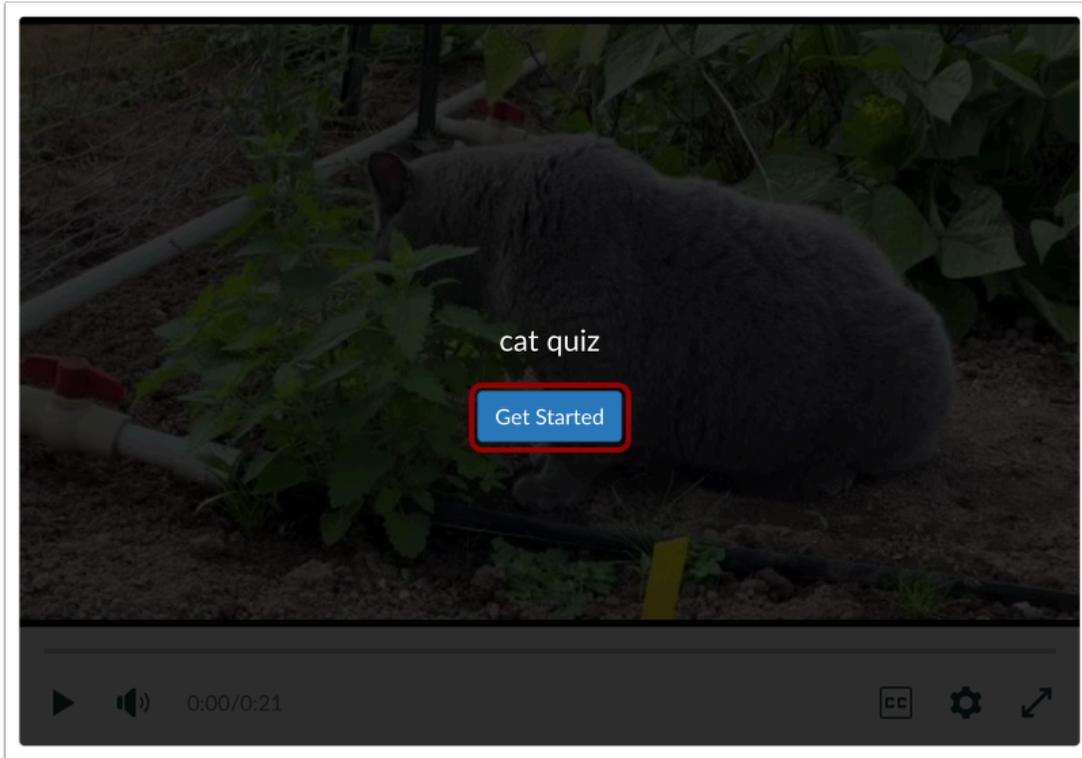
Note: As users with an active course role, admins, instructors, TAs, and students can view Canvas Studio video quizzes in a Canvas course. Users enrolled as observers in a course cannot view Canvas Studio video quizzes.

Open Media



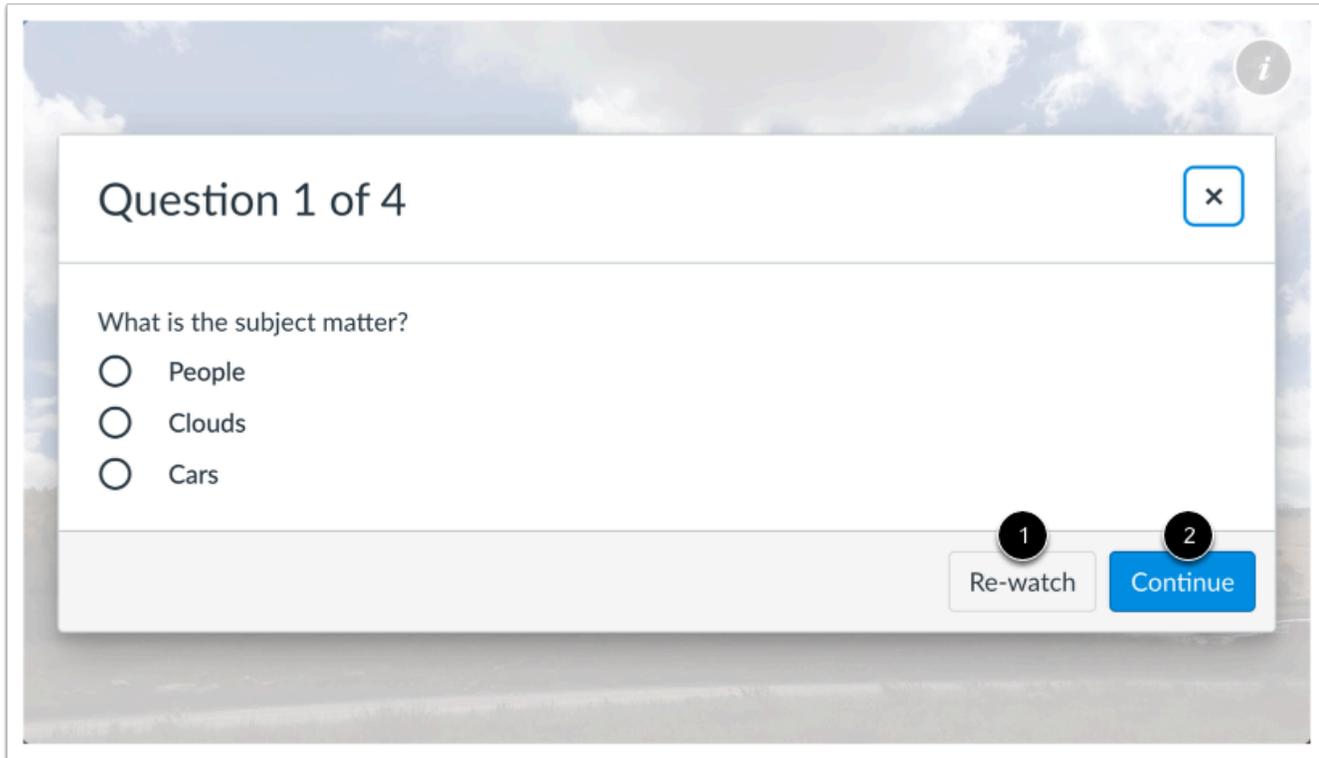
Open the Canvas feature area that displays the video quiz you want to take.

Take Quiz



To begin taking the quiz, click the **Get Started** button.

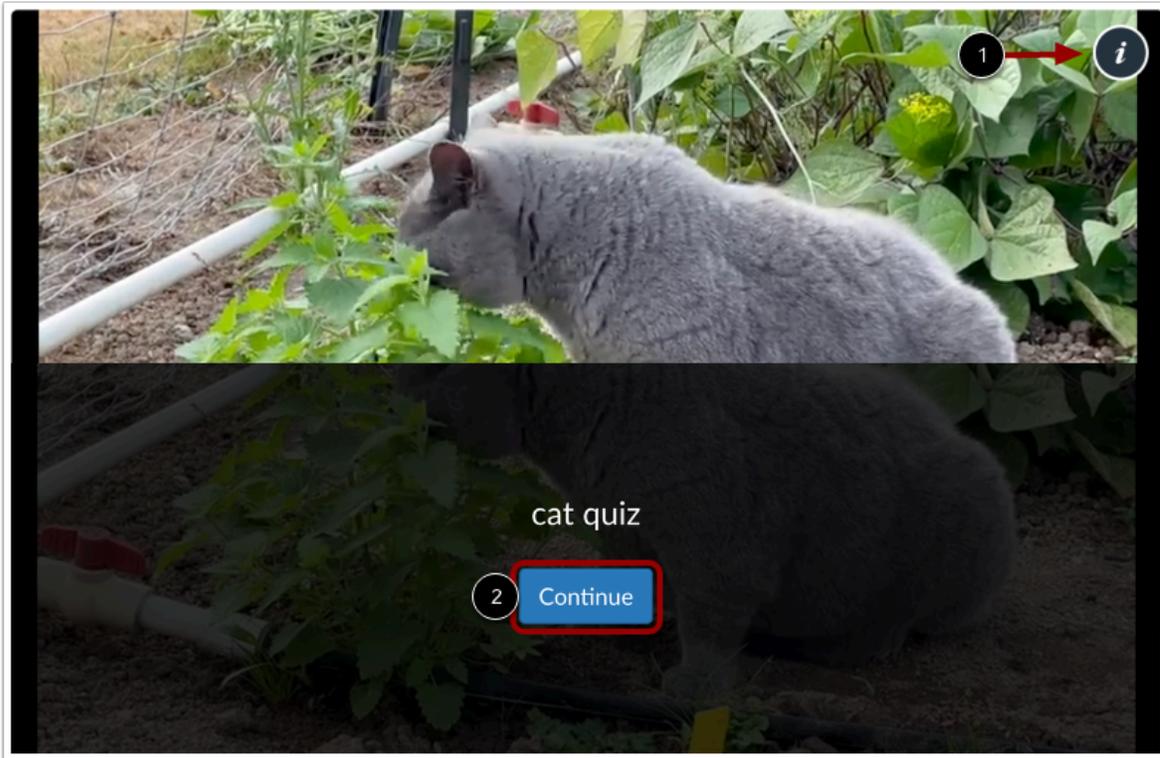
View Quiz



Answer the questions that display as the media timeline progresses by clicking your answer choice. To play the relevant portion of the media again, click the **Re-watch** button [1]. To continue playing the media, click the **Continue** button [2].

Note: Depending on the quiz settings, you may not have quiz markers on the media timeline.

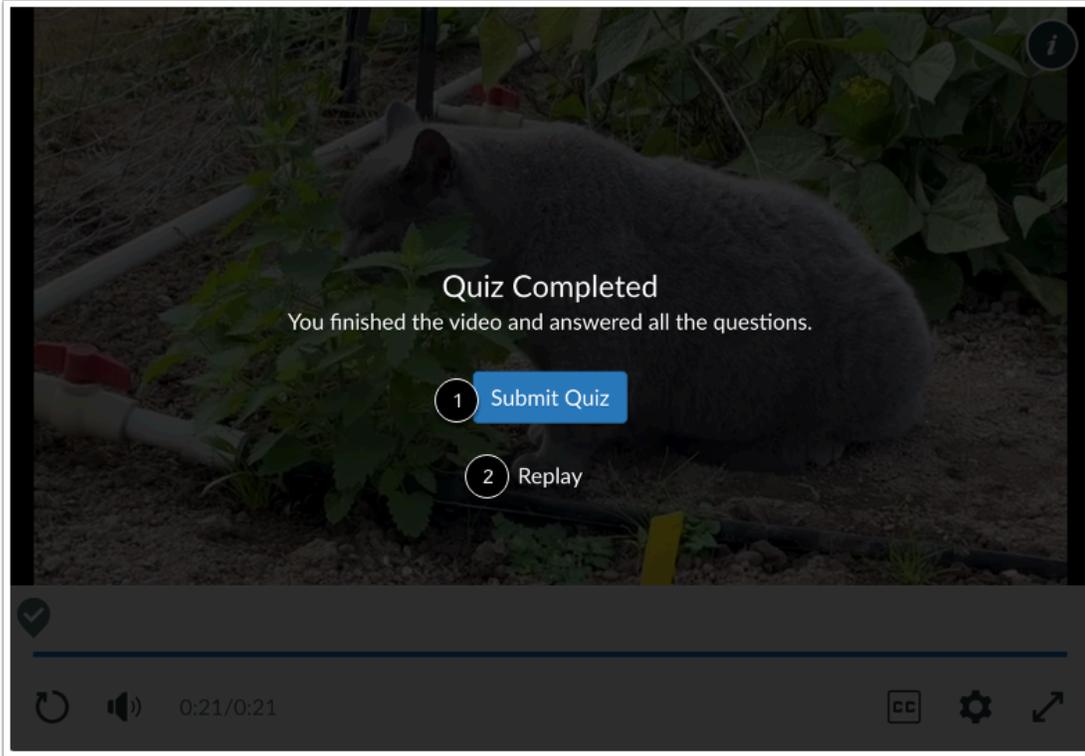
View Quiz Details



To view the video quiz details, click the **Info** icon [1]. Video quiz details can include the title and instructions for the video quiz.

To return to the video quiz, click the **Continue** button [2].

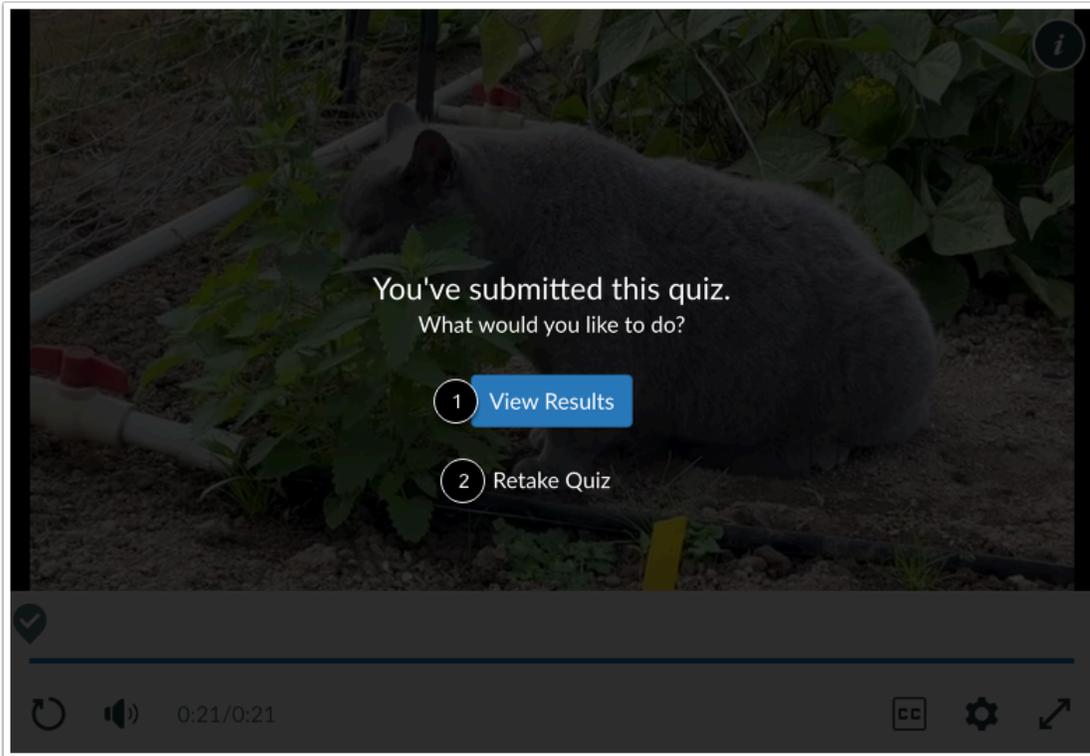
Submit Quiz



The video must finish playing before the quiz can be submitted. To submit the quiz, click the **Submit Quiz** button [1].

To play the media and review your answers to the questions, click the **Replay** link [2].

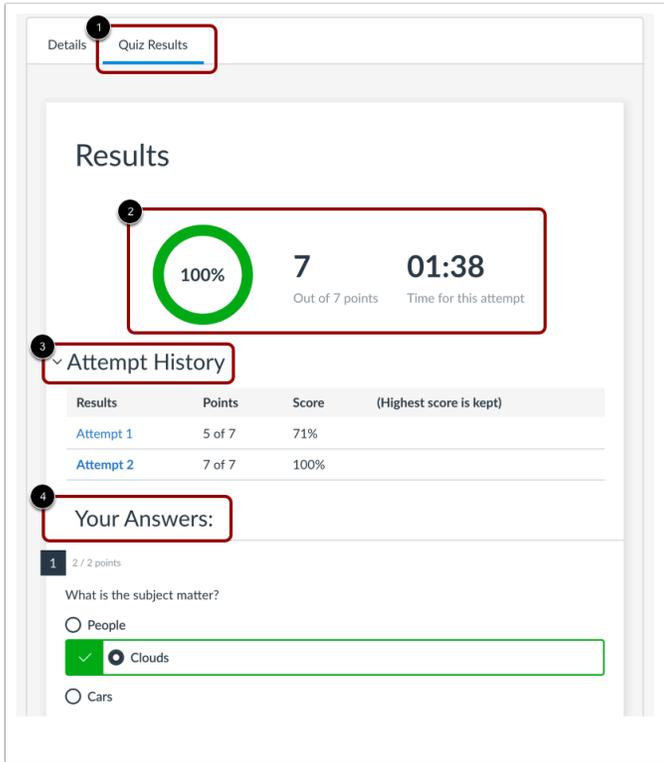
View Results



To view quiz results, click the **View Results** button [1].

To play the media and take the quiz again, click the **Retake Quiz** link [2].

View Quiz Results



The screenshot displays the Canvas Quiz Results interface. At the top, the 'Quiz Results' tab is selected. Below this, the 'Results' section shows a green progress indicator for 100%, a score of 7 out of 7 points, and a time of 01:38. The 'Attempt History' section contains a table with two attempts: Attempt 1 (5 of 7 points, 71% score) and Attempt 2 (7 of 7 points, 100% score). The 'Your Answers' section shows a question: 'What is the subject matter?' with three radio button options: 'People', 'Clouds' (selected), and 'Cars'.

| Results | Points | Score | (Highest score is kept) |
|-----------|--------|-------|-------------------------|
| Attempt 1 | 5 of 7 | 71% | |
| Attempt 2 | 7 of 7 | 100% | |

In the **Quiz Results** tab [1], view your quiz results. You can view the percentage of the questions you answered correctly, number of points you received, and time elapsed for the attempt [2]. If you have multiple attempts, you can view your attempt history [3]. You can also view your selected answers [4].

How do I embed a Canvas Studio video quiz in the Canvas Rich Content Editor as an instructor?

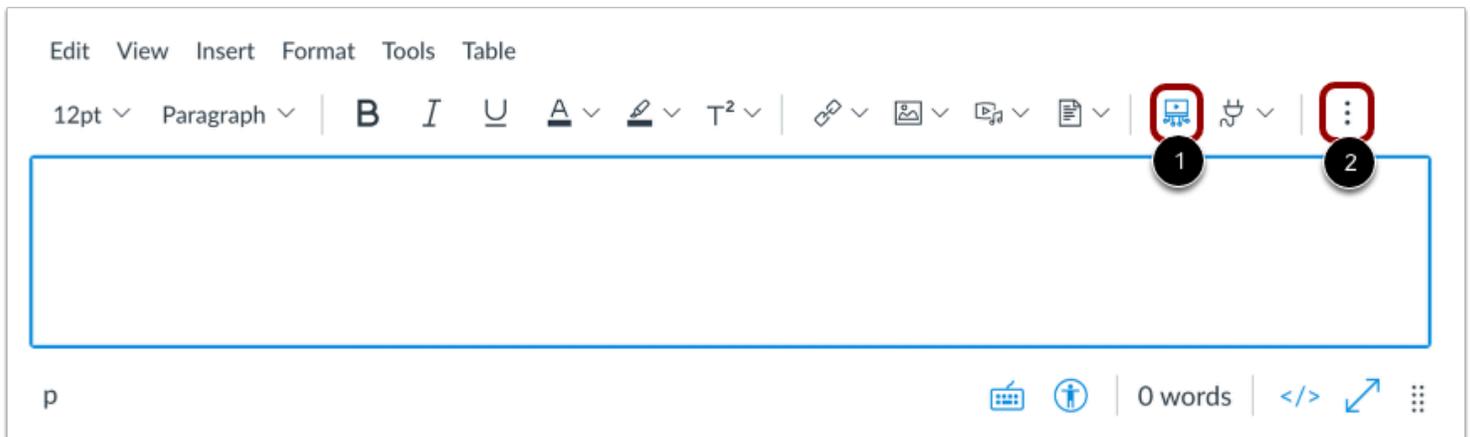
In Canvas, instructors, teaching assistants (TAs), designers, and Canvas Studio account admins can embed video quizzes from Studio in any feature area that contains the [Rich Content Editor](#), including Assignments, Discussions, and Pages. Media is embedded using the Studio LTI tool.

Embedding a Canvas Studio video quiz in the Rich Content Editor will not post grades to the Gradebook. To post grades to the Gradebook, [create an external tool assignment](#).

Notes:

- Before embedding a Studio video quiz, you must [create the Studio quiz](#) from your My Library page.
- Once a version of a quiz has been embedded or taken, it cannot be edited.

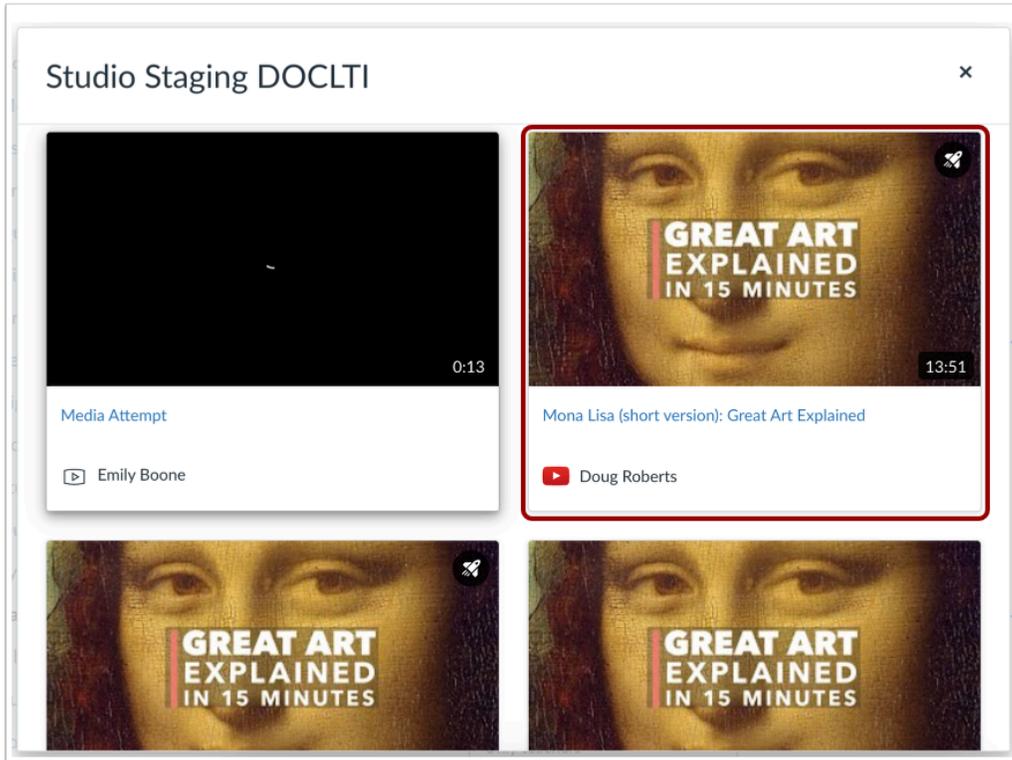
Open Studio in Rich Content Editor



Open any Canvas feature area that supports the Rich Content Editor, such as Discussions, Assignments, or Pages. Click the **Studio** icon [1].

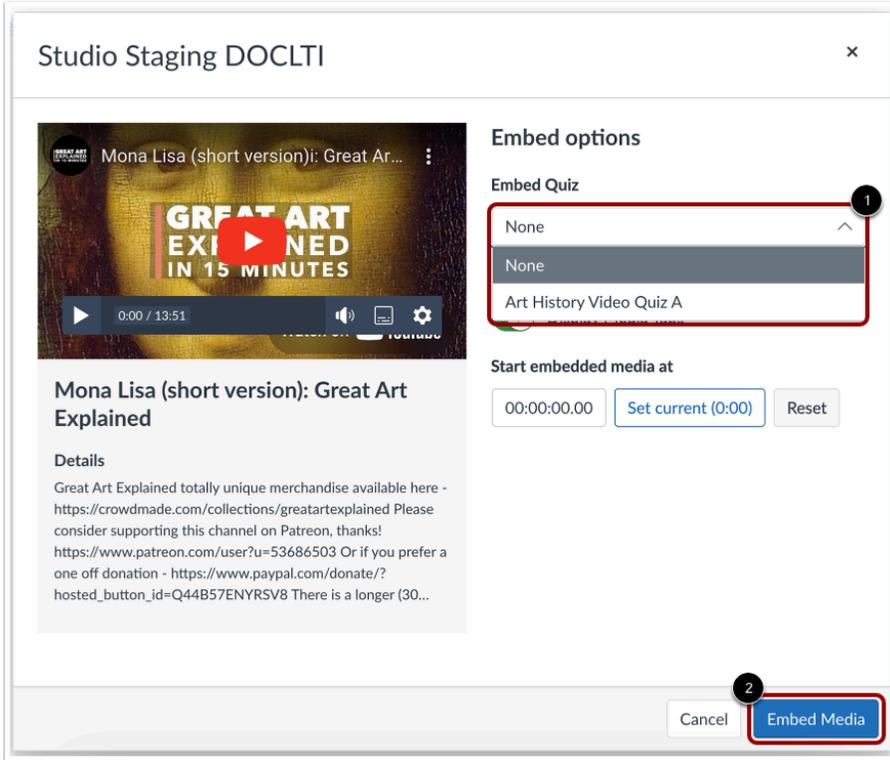
If the Studio icon does not display in the toolbar, click the **Options** icon [2].

Select Media



In the Studio Embed window, locate the video quiz and then click the media thumbnail.

Embed Quiz

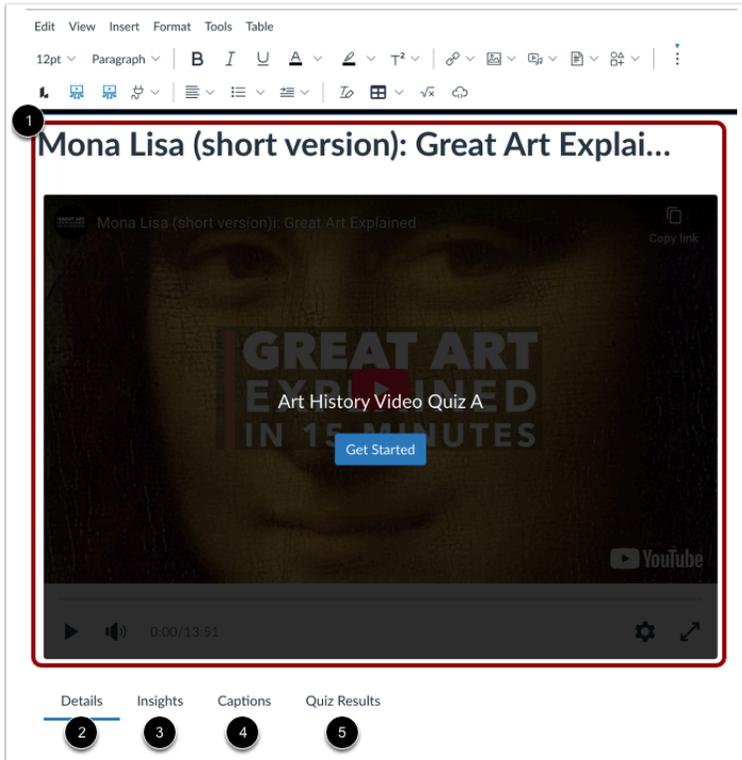


The screenshot shows the 'Studio Staging DOCLTI' window. On the left is a video player for 'Mona Lisa (short version): Great Art Explained' with a duration of 0:00 / 13:51. Below the video is a 'Details' section with a link to 'Great Art Explained' merchandise. On the right, the 'Embed options' panel is open. Under 'Embed Quiz', a drop-down menu is shown with 'None' selected, and 'Art History Video Quiz A' is visible below it. A red box and a circled '1' highlight this menu. Below the menu are 'Start embedded media at' fields: '00:00:00.00', 'Set current (0:00)', and 'Reset'. At the bottom right, a red box and a circled '2' highlight the 'Embed Media' button.

Click the **Embed Quiz** drop-down menu and select the quiz you want to embed [1]. Then click the **Embed Media** button [2].

Note: Once you select a quiz from the Embed Quiz drop-down menu, the Display Media Tabs toggle and Start embedded media at fields do not display.

View Embedded Media

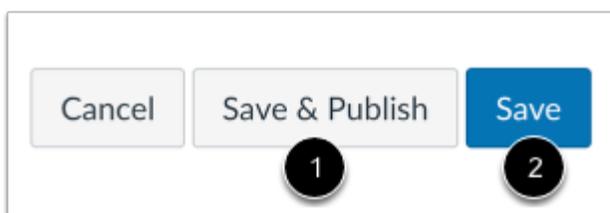


View the embedded media in the Rich Content Editor [1].

You can also [view and edit media details](#) [2], [view insights](#) [3], [manage captions](#) [4], or [view quiz results](#) [5].

You can remove the media from the page by highlighting it and pressing the **Delete** key on your keyboard.

Publish Media



To publish your Rich Content Editor content immediately, click the **Save & Publish** button [1]. To save your content as a draft, click the **Save** button [2].

How do I post Canvas Studio video quiz results in the Canvas Gradebook?

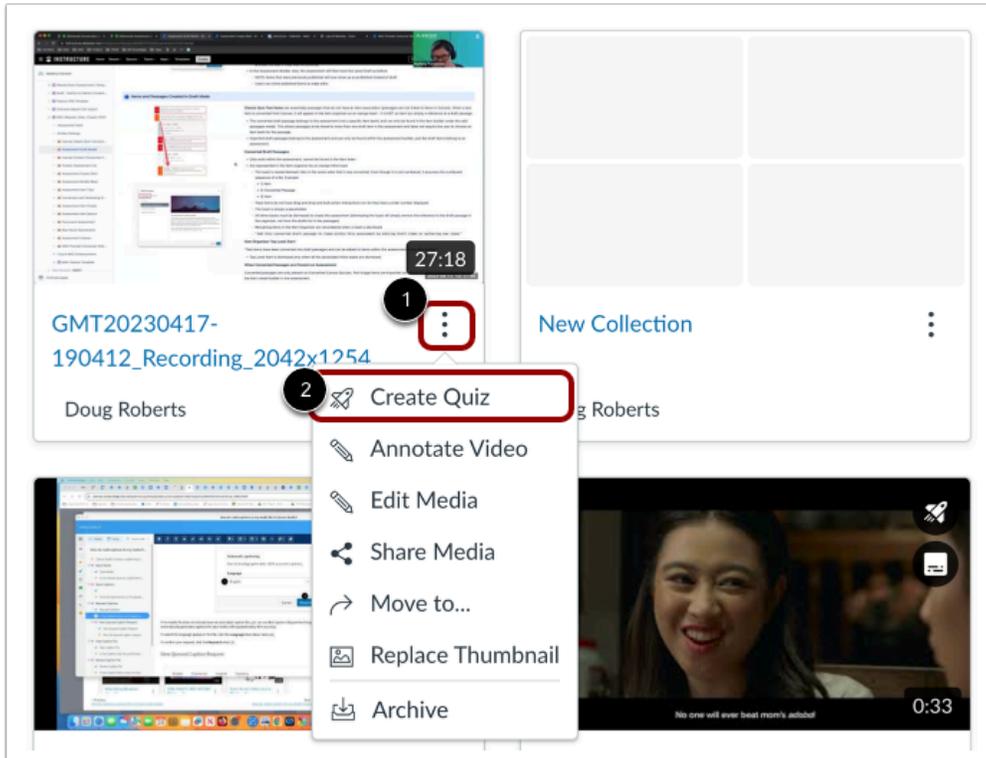
Canvas Studio video quizzes can be added to a Canvas assignment, and quiz results are posted in the Canvas gradebook.

To post Canvas Studio video quiz results in the gradebook automatically, the video quiz must be configured as an external tool assignment following the directions in this lesson. Embedding a video quiz in the Rich Content Editor will not post grades to the gradebook.

Notes:

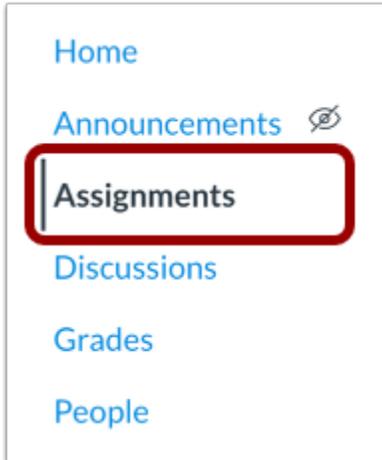
- Studio must be enabled.
- Quizzes must be created from your My Uploads page.
- Once a version of a quiz has been embedded or taken, it cannot be edited.
- When you copy Canvas course content, quizzes created in Studio will not copy and will need to be re-imported to the new course.
- If the quiz creation option does not display in Studio, this feature has not been enabled in your account. Please contact your admin for more information.

Open Create Quiz



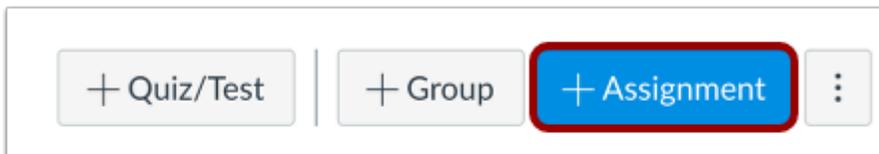
In the thumbnail for the media that includes the quiz, click the **Options** icon [1]. Then, click the **Create Quiz** link [2].

Open Canvas Assignments



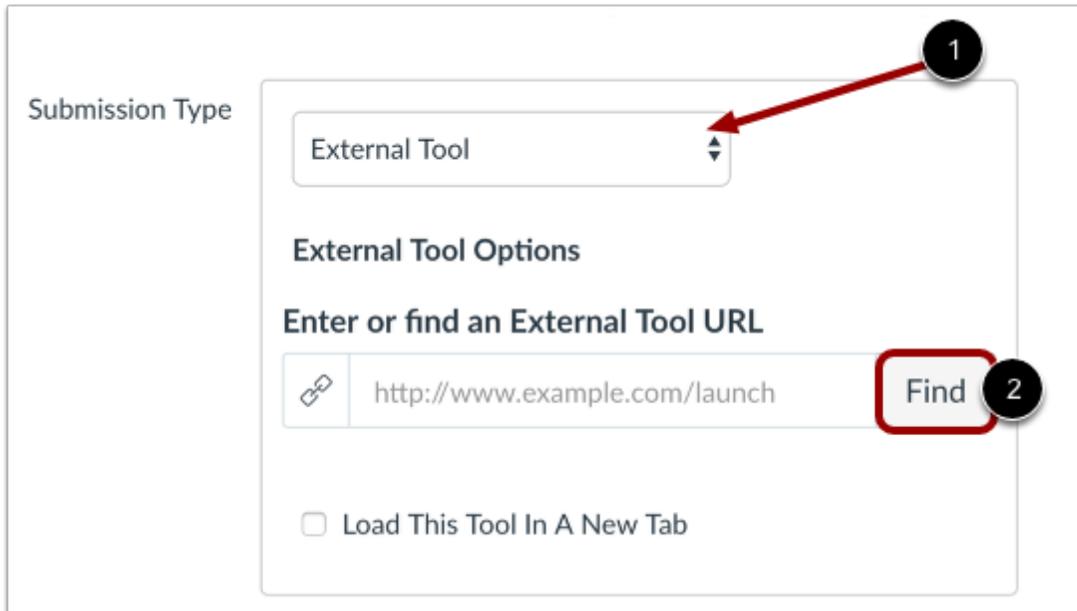
In Canvas Course Navigation, click the **Assignments** link.

Create Canvas Assignment



In the Assignments page, click the **Add Assignment** button.

Add Assignment Details



Submission Type

External Tool

External Tool Options

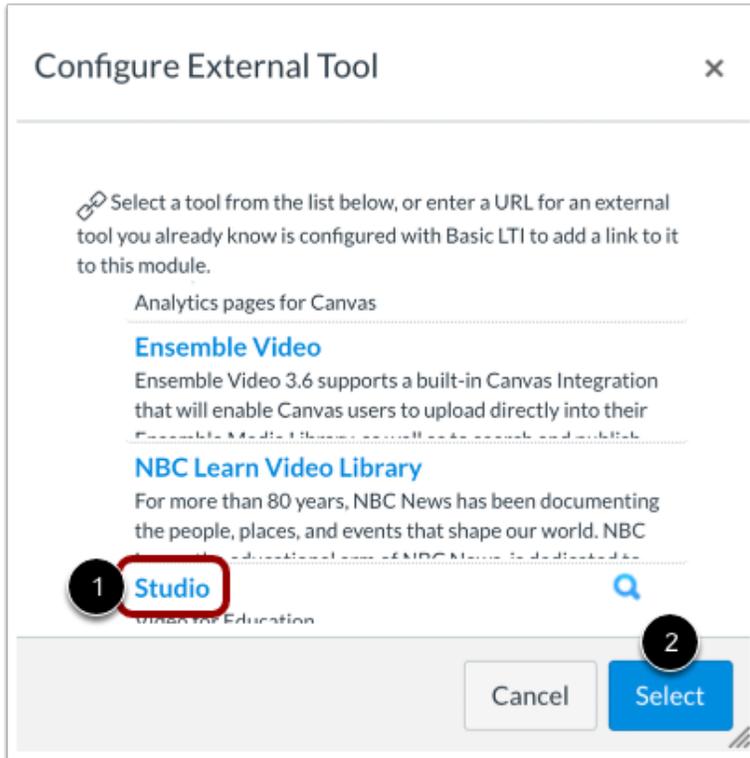
Enter or find an External Tool URL

Find

Load This Tool In A New Tab

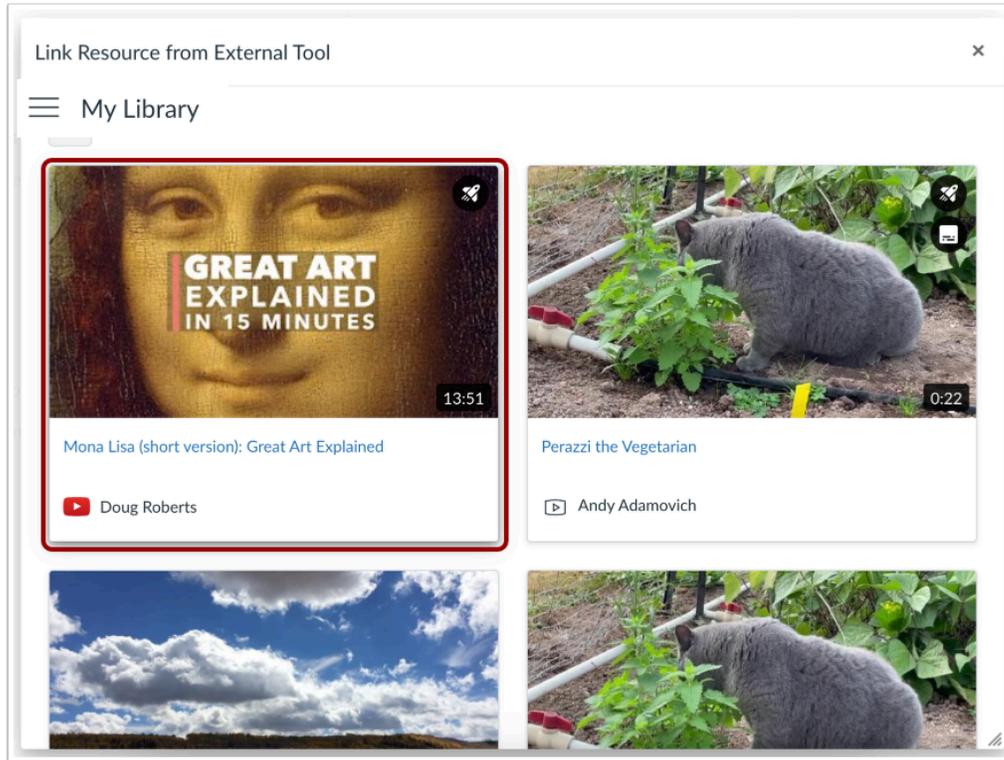
Fill in the assignment details. In the Submission Type drop-down menu, select the **External Tool** option [1]. To add a video quiz to the assignment, click the **Find** button [2].

Configure External Tool Assignment



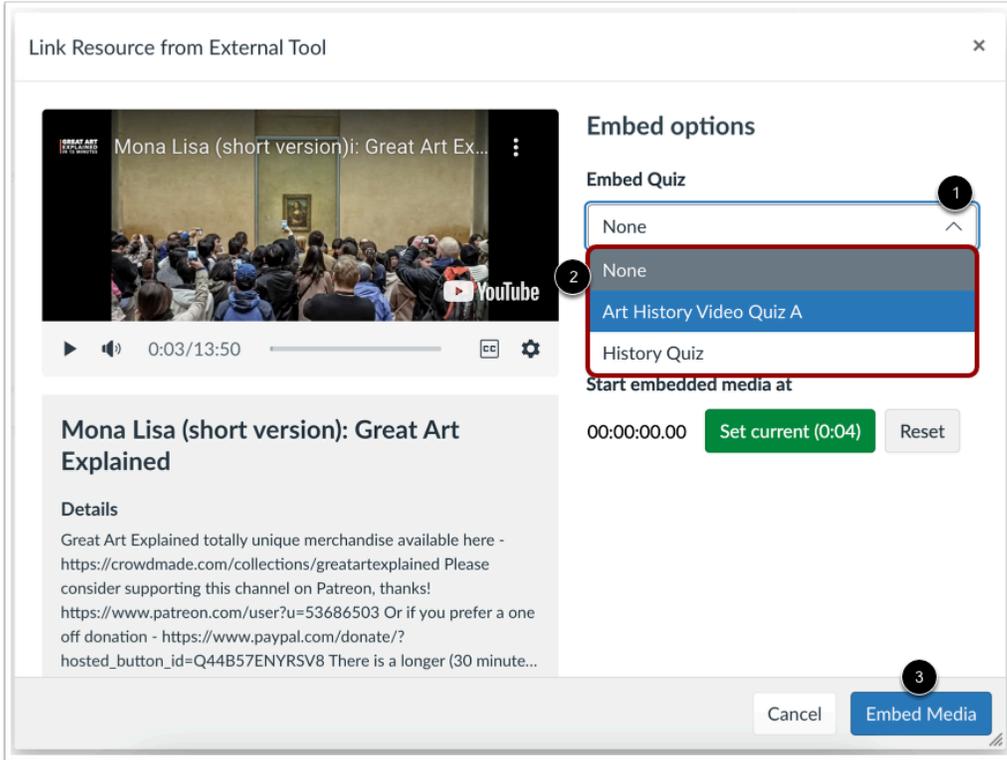
In the Configure External Tool window, click the **Studio** link [1], and click the **Select** button [2].

Locate Studio Video Quiz



Locate the media with the video quiz and then click the media thumbnail.

Select Quiz



Link Resource from External Tool

Embed options

Embed Quiz

None

None

Art History Video Quiz A

History Quiz

Start embedded media at

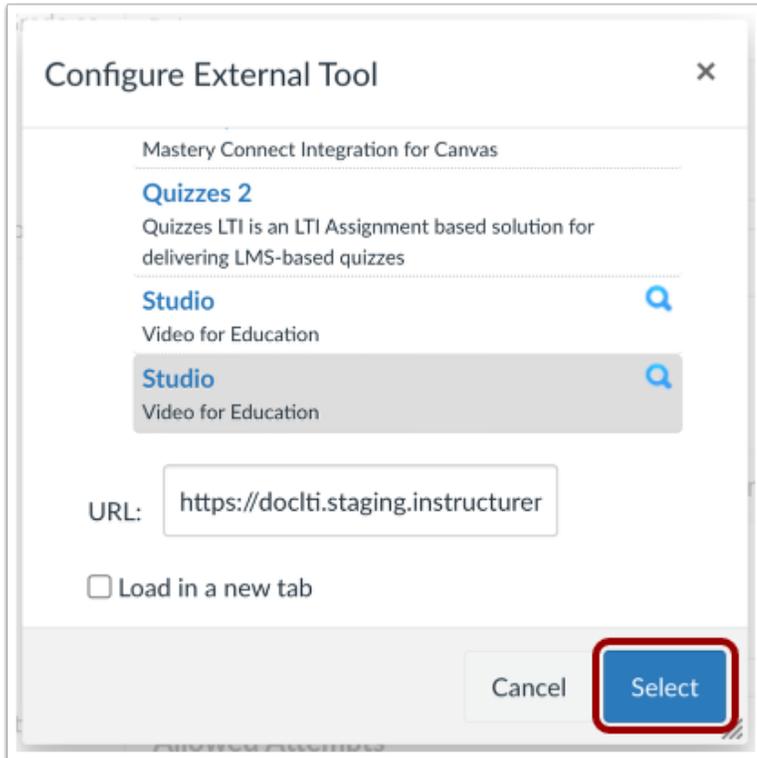
00:00:00.00 **Set current (0:04)** Reset

Cancel **Embed Media**

Click the **Embed Quiz** drop-down menu [1]. Select the quiz you want to embed with the media in the assignment [2], and then, click the **Embed Media** button [3].

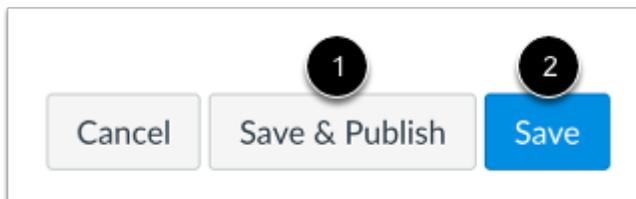
Note: Once you select a quiz from the Embed Quiz drop-down menu, the Display Media Tabs toggle and Start embedded media at fields do not display.

Confirm Quiz



Click the **Select** button.

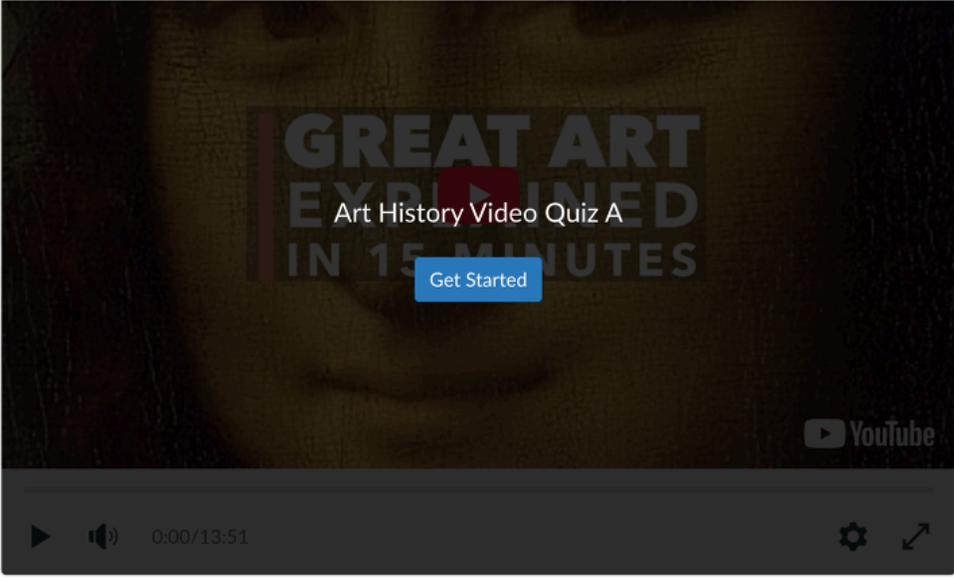
Save and Publish



If you are ready to publish your assignment, click the **Save & Publish** button [1]. If you want to create a draft of your assignment and publish it later, click the **Save** button [2].

View Assignment

Mona Lisa (short version): Great Art Explained



The video player shows a dark background with the text "GREAT ART EXPLAINED IN 15 MINUTES" and "Art History Video Quiz A". A blue "Get Started" button is overlaid on the video. The video player interface includes a play button, a volume icon, a progress bar showing 0:00/13:51, a settings gear, and a share icon. The YouTube logo is visible in the bottom right corner of the video frame.

Details Insights Captions Quiz Results

View the assignment with the added video quiz. Once a student [takes the quiz](#), the grades associated with the quiz are displayed in the Canvas gradebook.

View Gradebook

| Student Name | Mona Lisa (short version): Out of 3 |
|--------------|--|
| Zane Abebe | - |
| Emily Boone | - |
| Jessica Doe | - |
| Max Johnson | 100% |
| Bruce Jones | - |

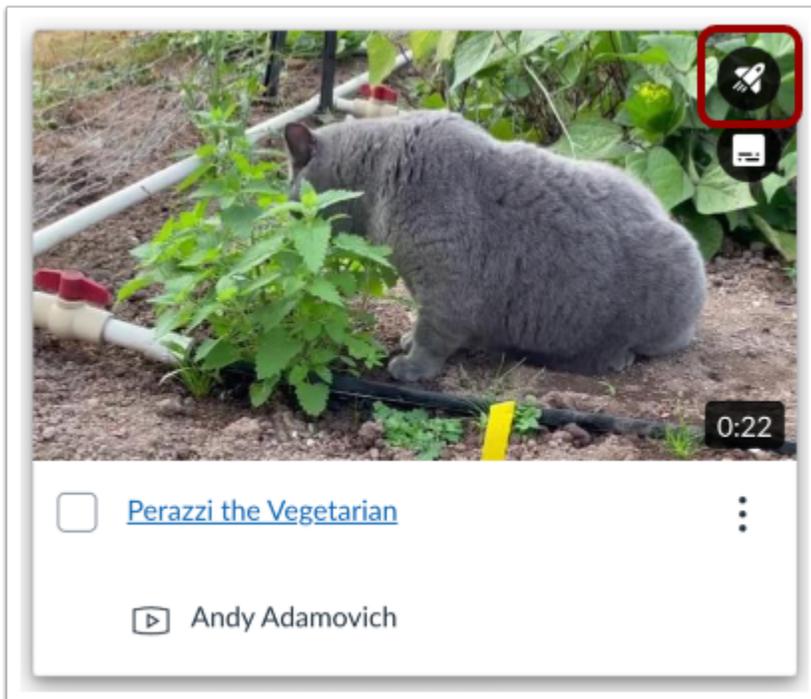
View the student quiz results in the gradebook. Grades are calculated based on the number of questions in the Studio quiz and the Canvas assignment point value.

How do I delete a Canvas Studio video quiz?

In Canvas Studio, you can delete video quizzes from media in your Studio library.

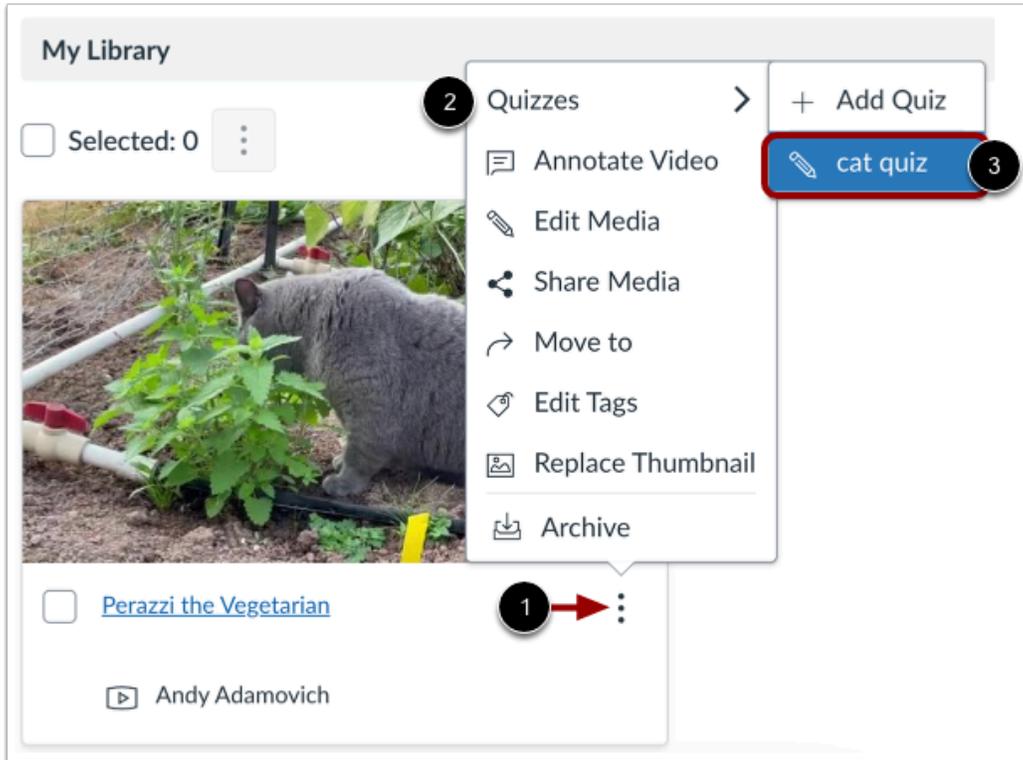
Note: Deleting a video quiz permanently removes the quiz and all of its contents from Studio. Deleted content can not be retrieved.

View Library



In the My Library page, media that includes a video quiz displays the Quiz icon.

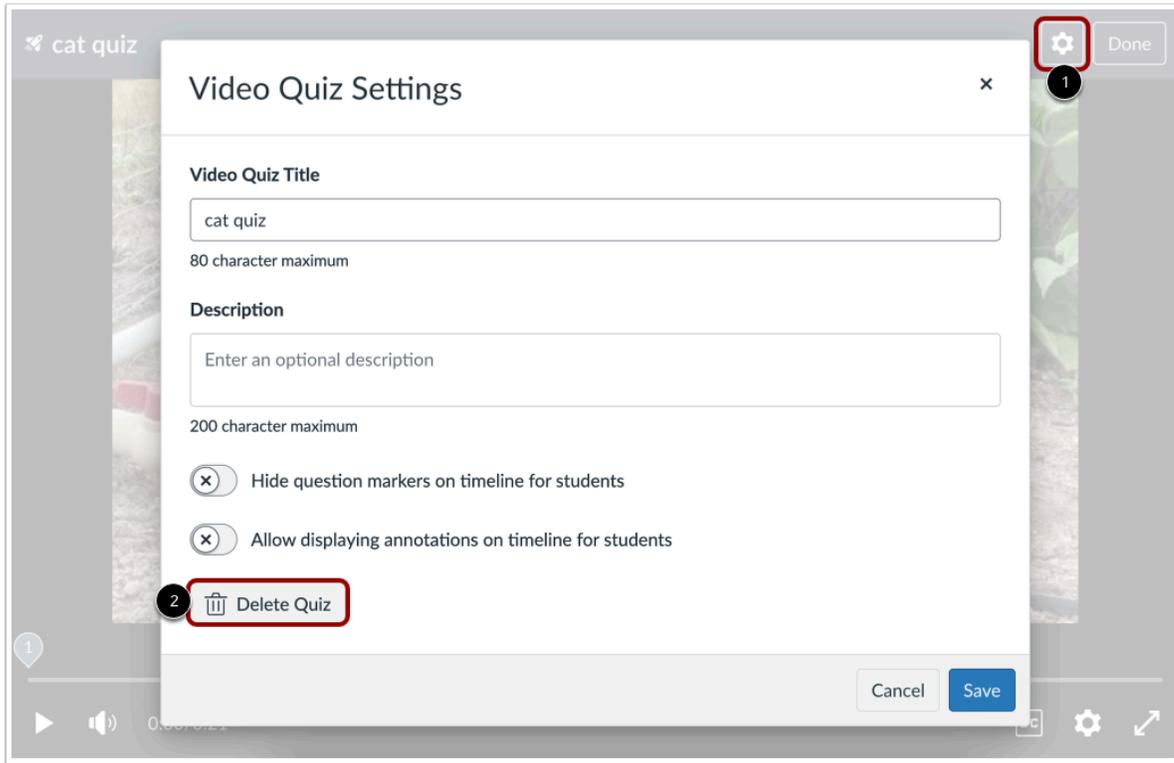
Open Edit Window



Locate the media that includes the quiz you wish to delete and click the **More Options** icon [1].

Click the **Quizzes** drop-down menu [2]. Then, click the **Edit [quiz name]** link [3].

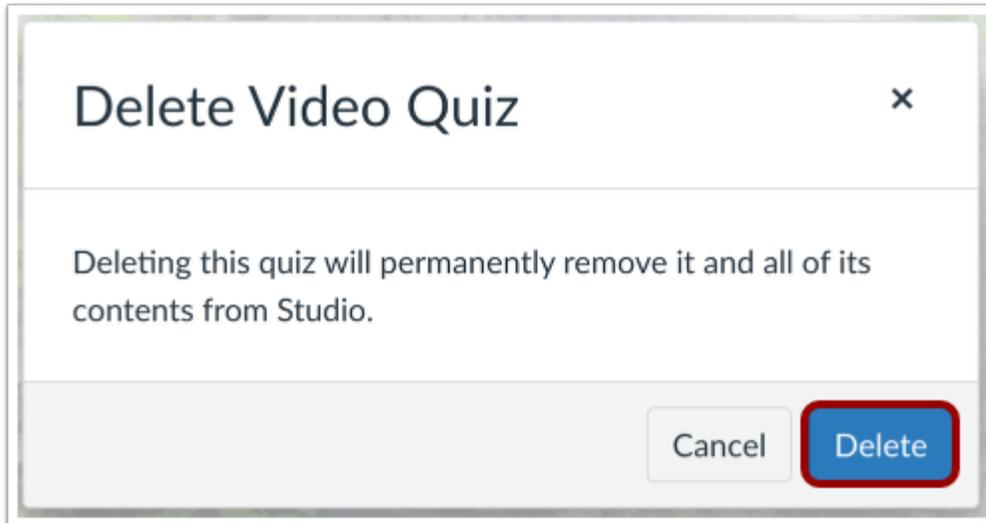
Open Settings



Click the **Settings** icon [1].

The Video Quiz Settings window displays. To delete the quiz, click the **Delete Quiz** button [2].

Confirm Deletion



The confirmation window displays. To confirm that you wish to permanently delete the quiz and all of its contents, click the **Delete** button.

Instructors and Studio

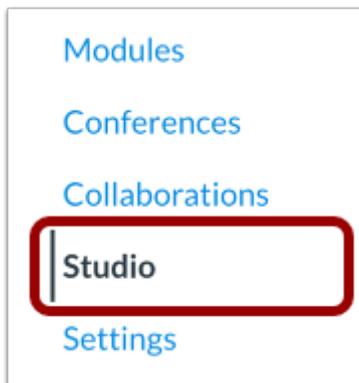
How do I access Canvas Studio through my Canvas Course Navigation Menu as an instructor?

As an instructor, if Canvas Studio has been enabled at the course or account level, you can view your Studio library through the Studio link in Course Navigation. This link allows you to view and manage your course collections. You can [use Canvas Studio](#) as you would from the Studio link in the Global Navigation Menu.

Notes:

- Students cannot view the Studio link in Course Navigation but can still access Studio media wherever it is embedded in course content or through the [Rich Content Editor](#).
- You can learn about [other ways to access Canvas Studio](#).

Open Studio Media Library



In Course Navigation, click the **Studio** link.

Note: The Studio link displays only if Studio has been enabled for your course.

View Course Collection

History 101 ▼



GREAT ART EXPLAINED IN 15 MINUTES

13:51

[Mona Lisa \(short version\): Great Art Explained](#)

 Doug Roberts



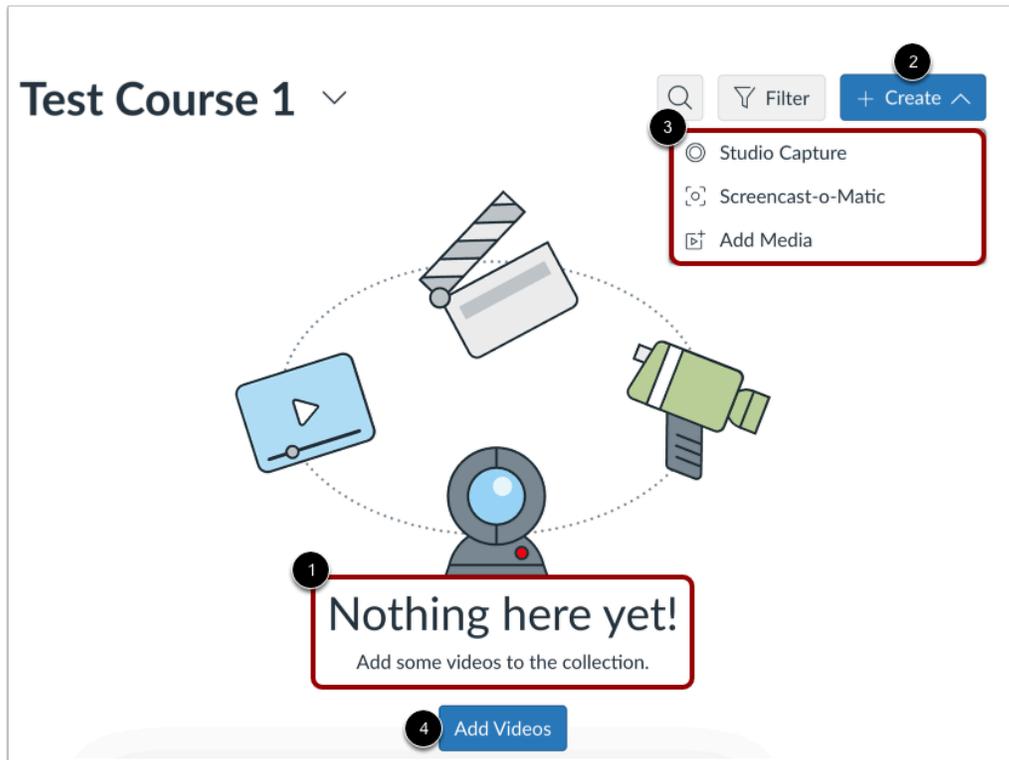
0:22

[Perazzi the Vegetarian](#)

 Andy Adamovich

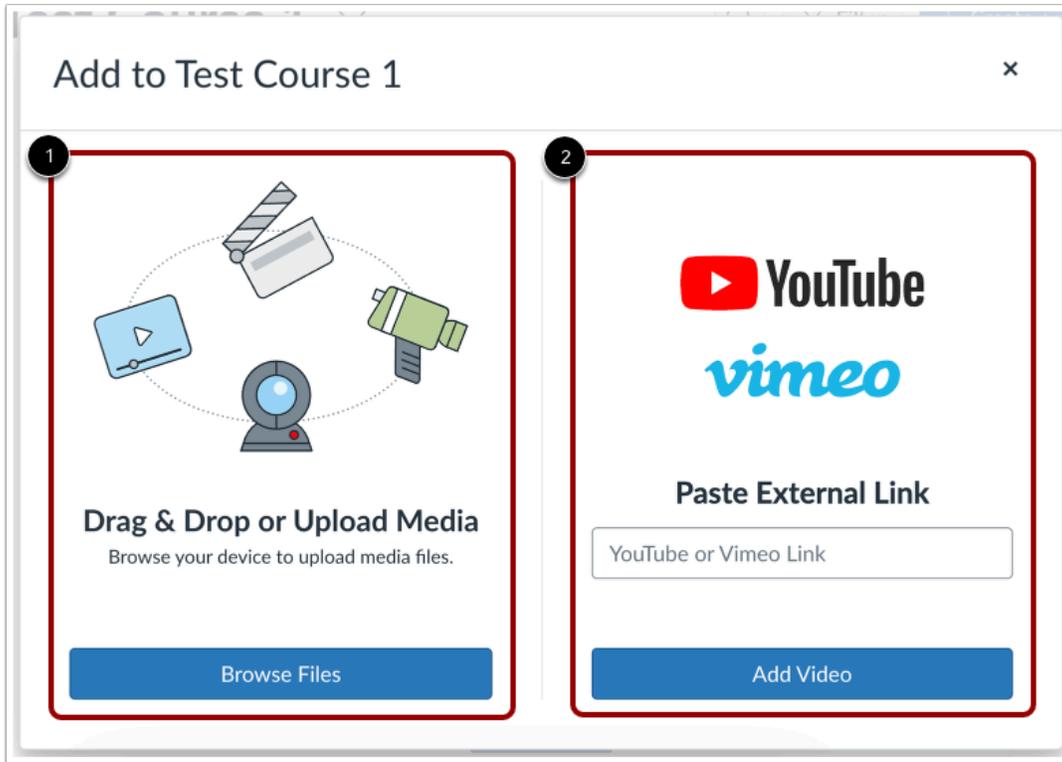
The course collection page displays.

Add Course Media



If there are no course media uploads, Studio displays a message indicating there are no videos in the course [1]. To add media to the course, click the **Create** button [2]. Then, select a creation source from the list [3].

Alternatively, you can click the **Add Videos** button [4].



You can drag and drop or browse media files [1], or paste a link from Youtube or Vimeo [2].

Note: When you add media to a course collection, it is automatically added to your Studio library.

How do I add a Canvas Studio media module item in a Canvas course as an instructor?

As an instructor, you can add a Canvas Studio video or audio file as a module item as an external tool. A copy of the media is saved in Course Collections.

Open Modules



In Course Navigation, click the **Modules** link.

Add Module Item



Click the **Add Item** button.

Add External Tool

Add Item to Photography 101 Introduction ×

Add **External Tool** to Photography 101 Introduction

 Select a tool from the list below, or enter a URL for an external tool you already know is configured with Basic LTI to add a link to it to this module.

- Analytics Beta**
Analytics pages for Canvas
- Ensemble Video**
Ensemble Video 3.6 supports a built-in Canvas Integration that will enable Canvas users to upload directly into their Ensemble Media Library, as well as to search and publish media into their Canvas course. With very little effort, educators can deliver academic media content to students, and students can access these resources with the course content they have on hand.
- NBC Learn Video Library**
For more than 80 years, NBC News has been documenting the people, places, and events that shape our world. NBC Learn, the educational arm of NBC News, is dedicated to making these historic stories, images and primary source documents available on-demand to teachers, students, and parents.
- Studio** 
Video for Education
- YouTube** 
Search publicly available YouTube videos. A new icon will show up in your course rich editor letting you search YouTube and click to watch videos in your course.

URL:

In the **Add [Item Type] To:** drop-down menu, select the **External Tool** option.

Find External Tool

Add Item to Photography 101 Introduction ✕

Add External Tool to Photography 101 Introduction

Select a tool from the list below, or enter a URL for an external tool you already know is configured with Basic LTI to add a link to it to this module.

Analytics Beta
Analytics pages for Canvas

Ensemble Video
Ensemble Video 3.6 supports a built-in Canvas Integration that will enable Canvas users to upload directly into their Ensemble Media Library, as well as to search and publish media into their Canvas course. With very little effort, educators can deliver academic media

NBC Learn Video Library
For more than 80 years, NBC News has been documenting the people, places, and events that shape our world. NBC Learn, the educational arm of NBC News, is dedicated to making these historic stories, images and primary source documents available on-demand

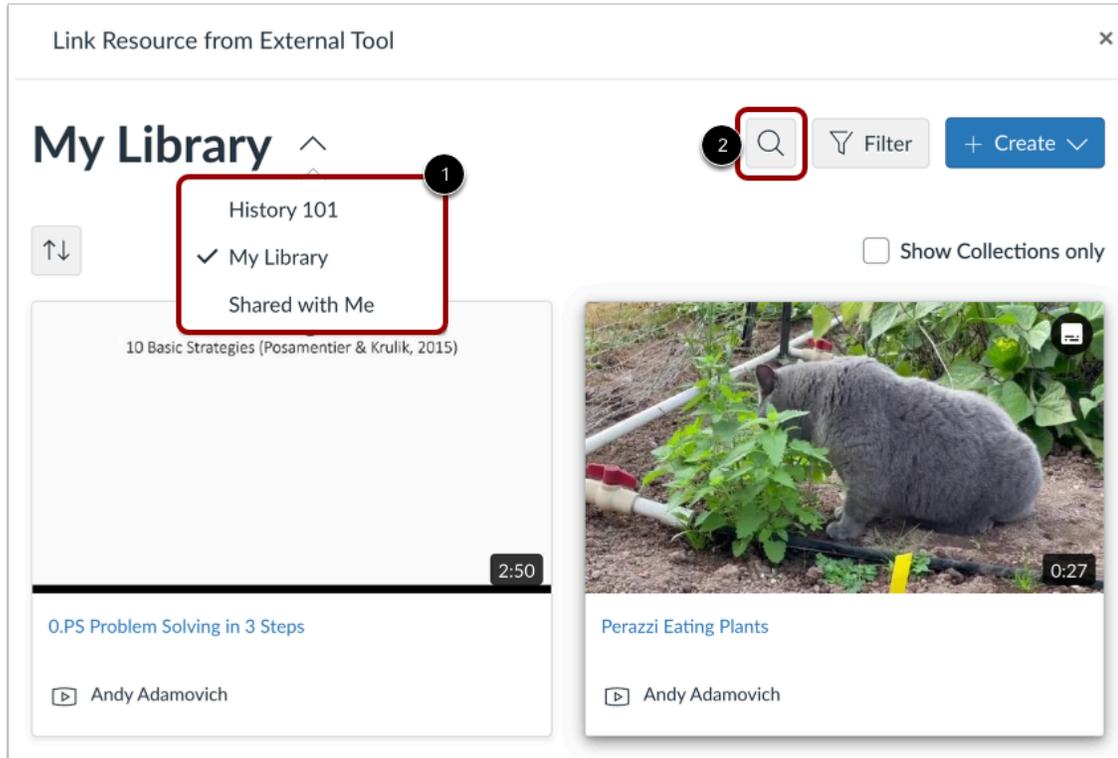
Studio 🔍
Video for Education

YouTube 🔍
Search publicly available YouTube videos. A new icon will show up in your course rich editor letting you search YouTube and click to

URL:

Click the **Studio** tool.

Locate Media in Library

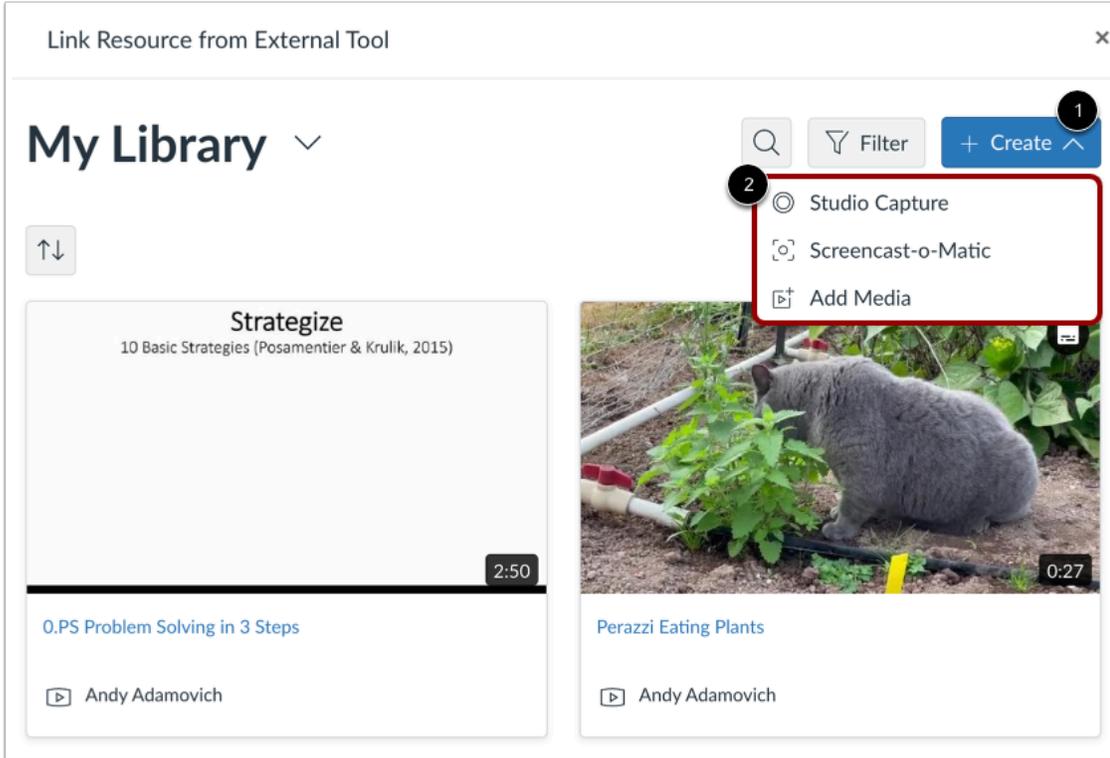


By default, the page displays media from your collection. To view other collections, click the **My Library** menu and click a collection name link [1].

To search for a video or audio file, click the **Search** icon [2].

Note: If you are an instructor, you can also view media collections for your courses.

Upload New Media



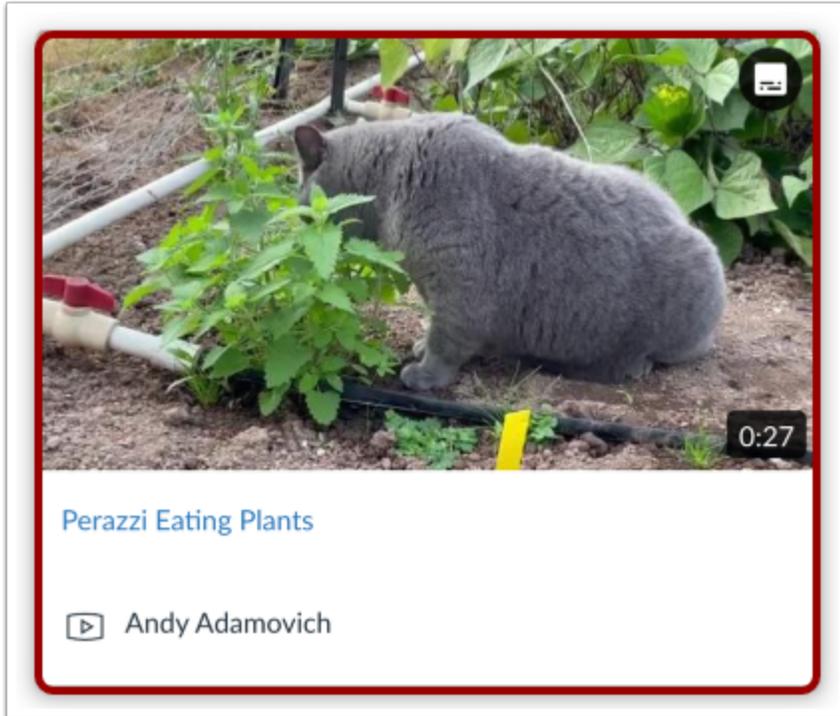
The screenshot shows a window titled "Link Resource from External Tool" with a close button (x) in the top right. The main content area is titled "My Library" with a dropdown arrow. Below the title is a search icon, a "Filter" button, and a blue "+ Create" button with an upward arrow, marked with a circled "1". A red box highlights the "Create" button and the following options: "Studio Capture" (with a camera icon), "Screencast-o-Matic" (with a screen icon), and "Add Media" (with a plus icon), marked with a circled "2". Below the "Create" menu, there are two video thumbnails. The left one is titled "Strategize" (10 Basic Strategies (Posamentier & Krulik, 2015)) with a duration of 2:50 and a play button icon. The right one is titled "Perazzi Eating Plants" with a duration of 0:27 and a play button icon. Both videos are attributed to "Andy Adamovich".

To upload new media, click the **Create** button [1].

You can add media from a [screen capture](#), [webcam capture](#), computer upload, or external link. To select the type of media you want to add, click the appropriate link [2].

You can also drag and drop media into the window. You can bulk upload multiple media files at a time. The maximum file size for a media upload is 10 GB.

Select Media



Locate the media you want to embed and then click the media thumbnail.

Select Media Tabs Option

Link Resource from External Tool ×



Embed options

Basic

Display Media Tabs

Advanced

Allow Media Download

Perazzi Eating Plants

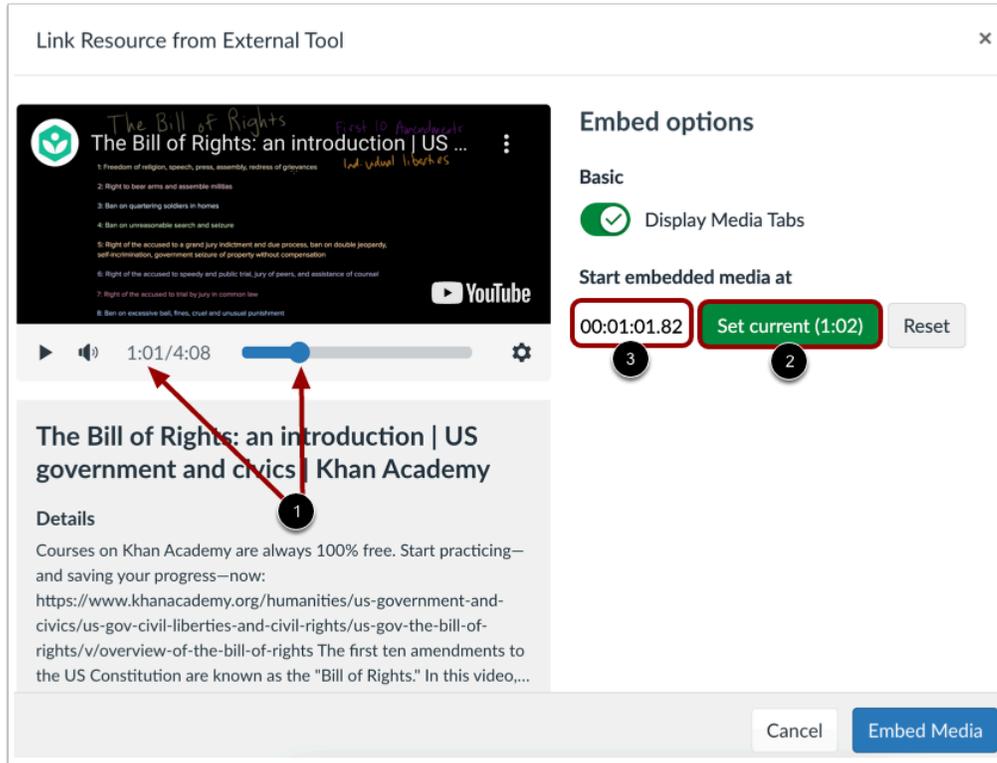
Cancel **Embed Media**

You can display Media Tabs in the embedded media file. The Media Tabs can include the Details, Comments, Insights, and Captions tabs. To display or hide the Media Tabs in the embedded media file, click the **Display media tabs** toggle.

Click the **Embed Media** button [2].

Note: By default, the media tabs option may be enabled or disabled. If you are unable to enable media tabs, the feature has not been made available by your Studio admin.

Embed at Timestamp



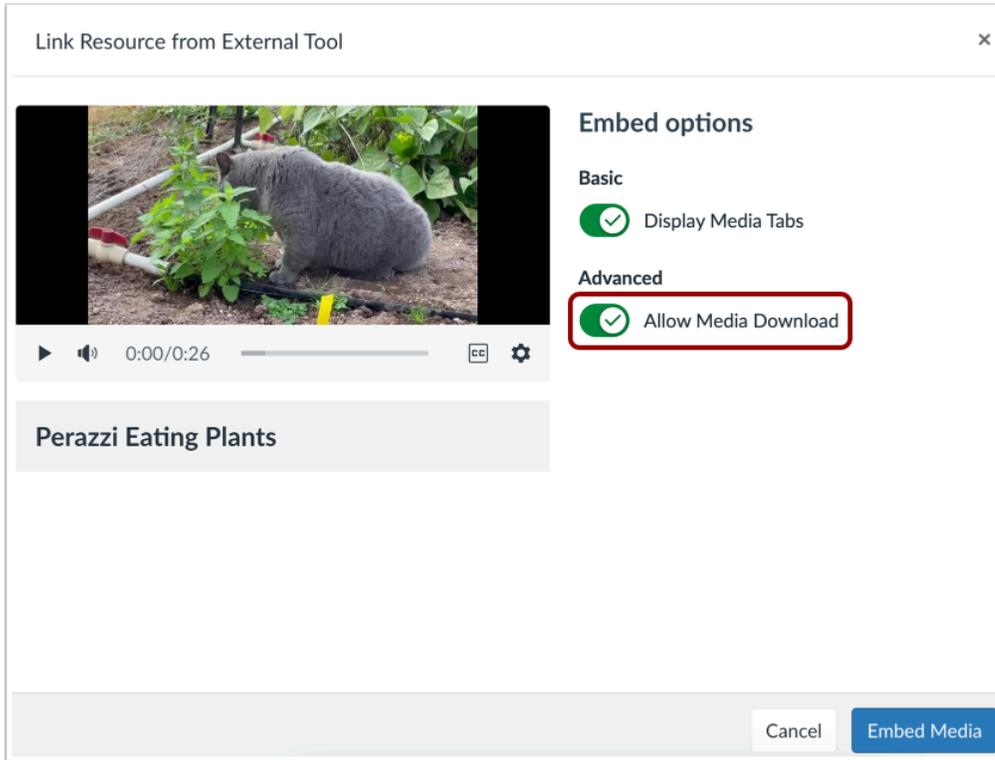
If you are embedding media from an external source such as YouTube or Vimeo, you can set the media to begin playing at a particular timestamp.

To embed media at a timestamp, click or play the video at the desired time [1]. Then, click the **Set current** button [2]. The time displayed on the Set current button displays in the **Timestamp** field [3]. Alternatively, enter a time directly into the Timestamp field.

Notes:

- The option to start embedded media at a timestamp only displays if the media is from YouTube or Vimeo.
- Discussions created directly in a group do not include the embed options for Studio media and do not track viewership data. To view the embed options and viewership data when creating a discussion for a course group, the discussion must be created on the course level and then set as a group discussion.

Enable Media Downloads



Link Resource from External Tool

Embed options

Basic

- Display Media Tabs

Advanced

- Allow Media Download

Perazzi Eating Plants

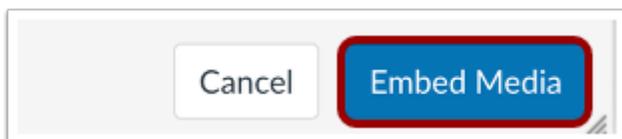
Cancel Embed Media

When embedding internal media that you created and uploaded in Studio, you can elect to allow students to download the media. To enable student downloads, click the **Allow Media Download** toggle on.

By default, this option is turned off.

Note: The Display Download Option toggle only displays if you are the owner who created and uploaded the media file in Studio.

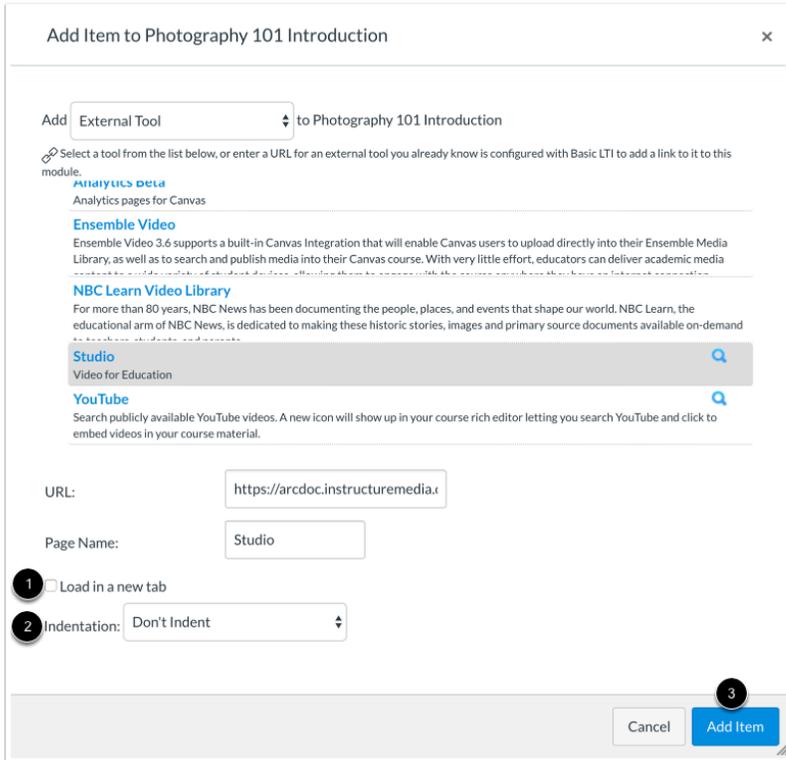
Embed Media



Cancel Embed Media

Click the **Embed Media** button.

Add Item



Add Item to Photography 101 Introduction

Add External Tool to Photography 101 Introduction

Select a tool from the list below, or enter a URL for an external tool you already know is configured with Basic LTI to add a link to it to this module.

- [Analytics Data](#)
Analytics pages for Canvas
- [Ensemble Video](#)
Ensemble Video 3.6 supports a built-in Canvas Integration that will enable Canvas users to upload directly into their Ensemble Media Library, as well as to search and publish media into their Canvas course. With very little effort, educators can deliver academic media
- [NBC Learn Video Library](#)
For more than 80 years, NBC News has been documenting the people, places, and events that shape our world. NBC Learn, the educational arm of NBC News, is dedicated to making these historic stories, images and primary source documents available on-demand
- Studio** 
Video for Education
- [YouTube](#) 
Search publicly available YouTube videos. A new icon will show up in your course rich editor letting you search YouTube and click to embed videos in your course material.

URL:

Page Name:

1 Load in a new tab

2 Indentation:

3

To have the media open in a new browser tab, click the **Load in a new tab** checkbox [1]. Choose whether or not to indent the item in the module drop-down menu [2].

Click the **Add Item** button [3].

View Module



View the Studio media in your module.

How do I add a Canvas Studio media assignment in a Canvas course as an instructor?

You can create assignments where students can submit videos or audio files from their Canvas Studio accounts.

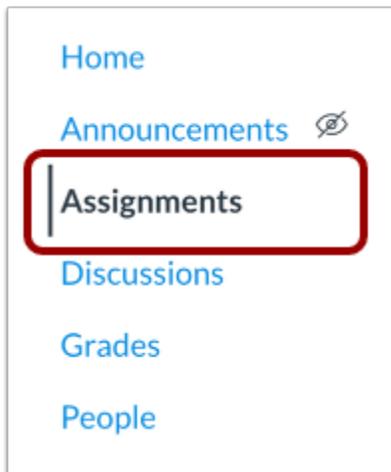
Studio media submissions can be created as a Text Entry or Online submission type. Both submission types allow students to access their Studio account and select a video or audio file. Currently, External Tool submission types are not supported.

- **Text Entry:** Allows students to embed media using the Studio icon in the Rich Content Editor
- **File Uploads:** Allows students to view the Studio tab as a submission option

Notes:

- Students can submit Studio media assignments via the web or the Canvas by Instructure Android or iOS app.
- When an assignment using Studio is muted, submission comments are still visible to students.

Open Assignments



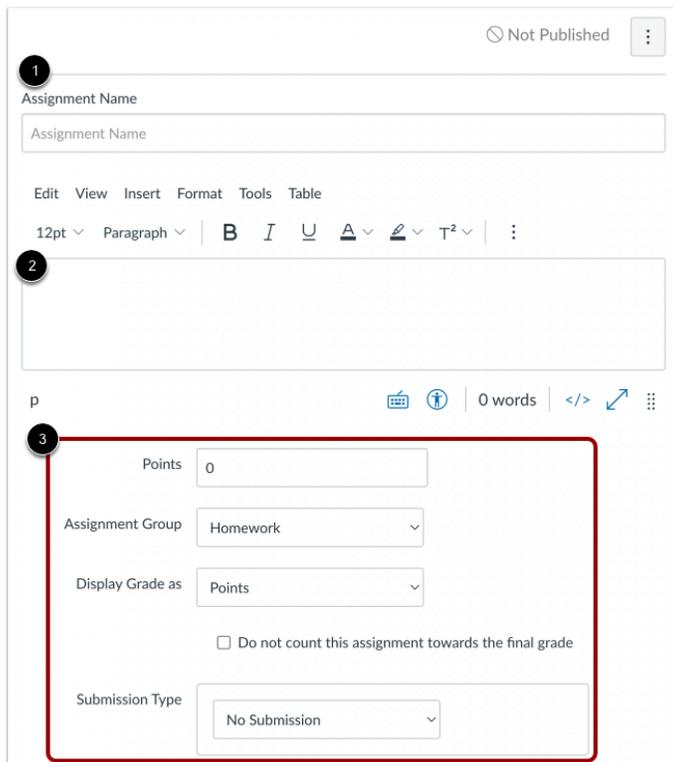
In Course Navigation, click the **Assignments** link.

Add Assignment



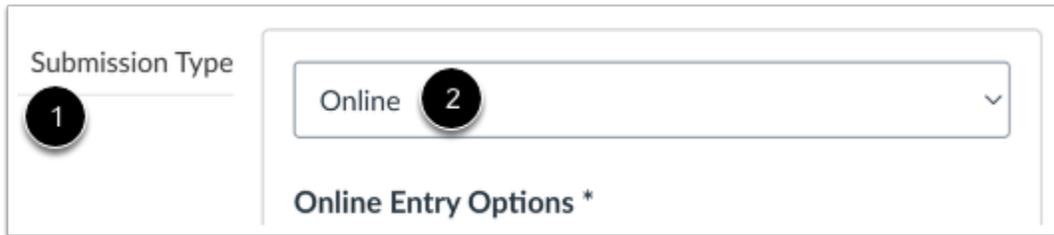
Click the **Add Assignment** button.

Enter Assignment Details

A screenshot of the Canvas assignment creation form. At the top right, there is a toggle for 'Not Published' and a menu icon. Below this is a text input field for the 'Assignment Name' with a circled '1' next to it. Underneath is a rich text editor with a toolbar containing options like 'Edit', 'View', 'Insert', 'Format', 'Tools', and 'Table'. The editor has a default font size of '12pt' and a paragraph style. A circled '2' is next to the main text area. At the bottom, there is a section for assignment details, outlined with a red box and a circled '3'. This section includes: 'Points' (input field with '0'), 'Assignment Group' (dropdown menu with 'Homework' selected), 'Display Grade as' (dropdown menu with 'Points' selected), a checkbox for 'Do not count this assignment towards the final grade', and 'Submission Type' (dropdown menu with 'No Submission' selected).

Enter a name [1] and description [2] for your assignment, as well as any other assignment details [3].

Select Submission Type

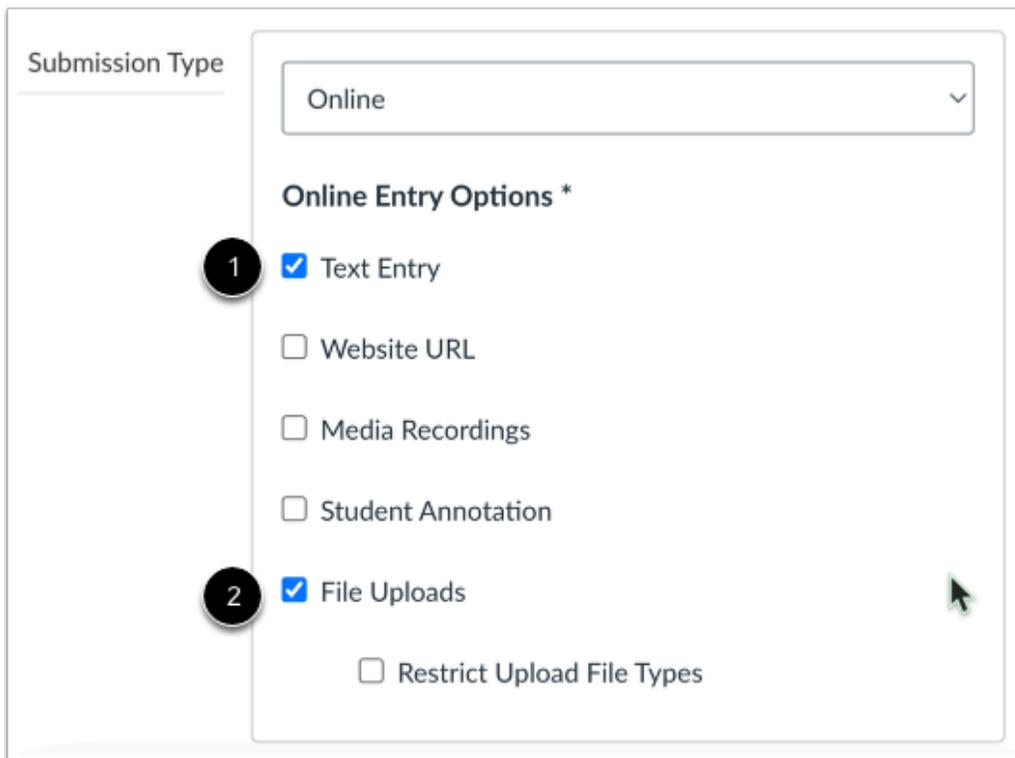


The screenshot shows a form with a label "Submission Type" and a dropdown menu. A circled "1" points to the label, and a circled "2" points to the "Online" option in the dropdown. Below the dropdown is the text "Online Entry Options *".

In the **Submission Type** drop-down menu [1], select the **Online** submission type [2].

Note: Only the Online submission type is supported for Studio assignments.

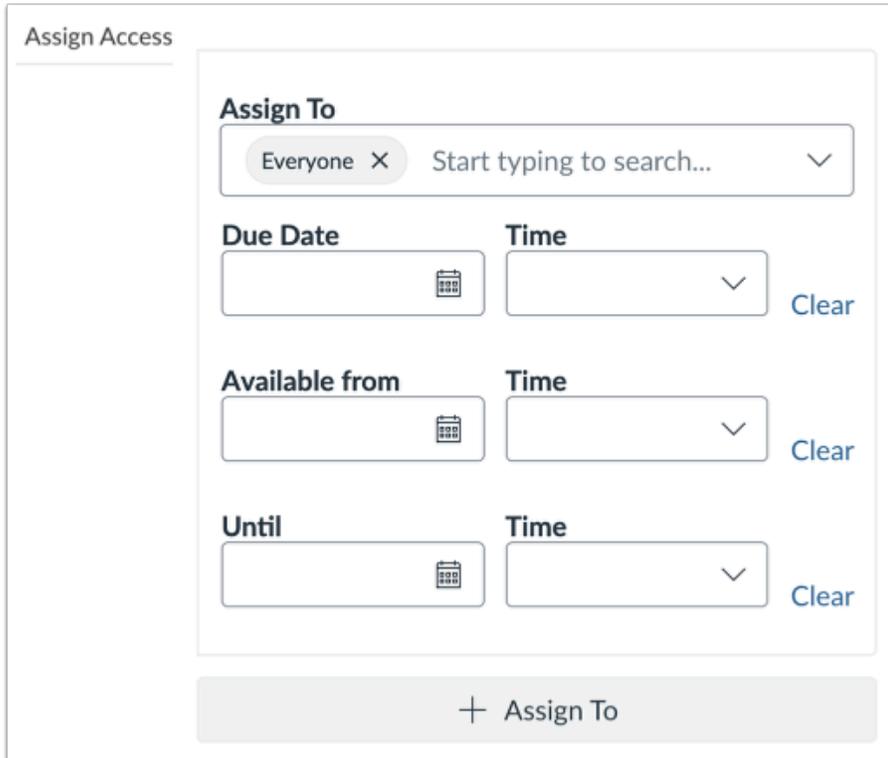
Select Online Entry Options



The screenshot shows the "Online Entry Options *" section of the form. A circled "1" points to the "Text Entry" checkbox, and a circled "2" points to the "File Uploads" checkbox. Other options include "Website URL", "Media Recordings", "Student Annotation", and "Restrict Upload File Types".

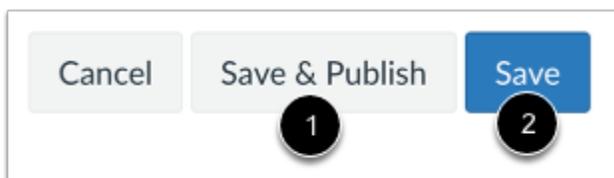
In the Online Entry Options section, select the **Text Entry** checkbox [1], **File Uploads** checkbox [2], or both.

Assign Due Date



Set a due date and any availability dates for the assignment. You can also assign it to any individual students or sections, if necessary.

Save and Publish Assignment



If you are ready to publish your assignment, click the **Save & Publish** button [1]. If you want to create a draft of your assignment and publish it later, click the **Save** button [2].

Video Assignment 3

 Publish  Edit

Submit the video for your presentation project

Points 20

Submitting a text entry box or a file upload

| Due | For | Available from | Until |
|-----|----------|----------------|-------|
| - | Everyone | - | - |

When your assignment is saved in a draft state, you can return to the page and publish it at any time by clicking the **Publish** button.

How do I view Canvas Studio media using the Test Student as an instructor?

In Canvas, you can view Studio media the same way that your students view media in a course through Student View. Enabling Student View creates a Test Student in your course and automatically creates a Studio account. You can activate Student View in your Course Settings.

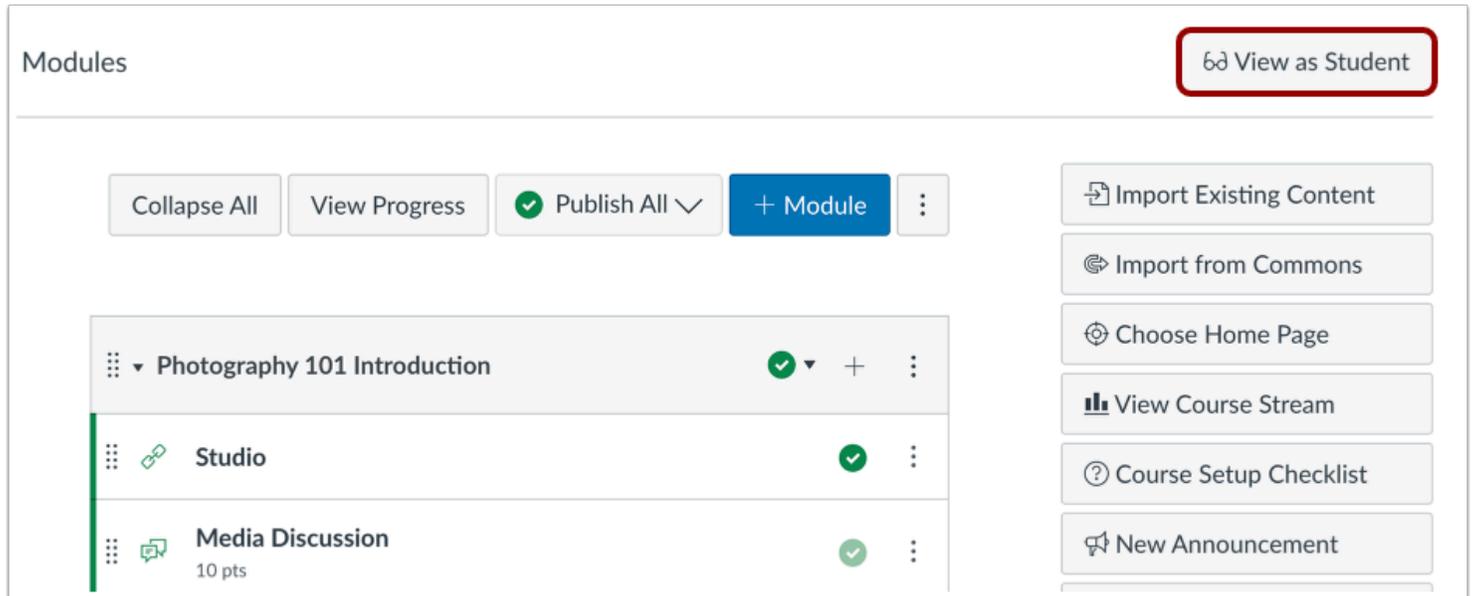
To see the student's perspective on Canvas, use Student View to view the course, post and reply to discussions, submit assignments, view grades, view people, view pages, view the syllabus, view quizzes, view the calendar, and view the scheduler (if enabled).

Attendance, conferences, conversations, collaborations, differentiated assignments, groups, peer reviews, and profiles do not work for the Test Student. You will see only what you, as the instructor, allow your students to see.

Notes:

- Each Canvas course has a separate Test Student account. Whenever you move to a new course you will need to enable Student View for that course.
- Submissions and scores for the Test Student do not affect course analytics.
- You can only view the course layout as it is seen by your students. You cannot view student-specific information, such as conversations between students.
- Once you activate Student View, the Test Student is shown at the end of the Gradebook and is automatically added to every section in your course. However, the Test Student is not shown in the section enrollment count.

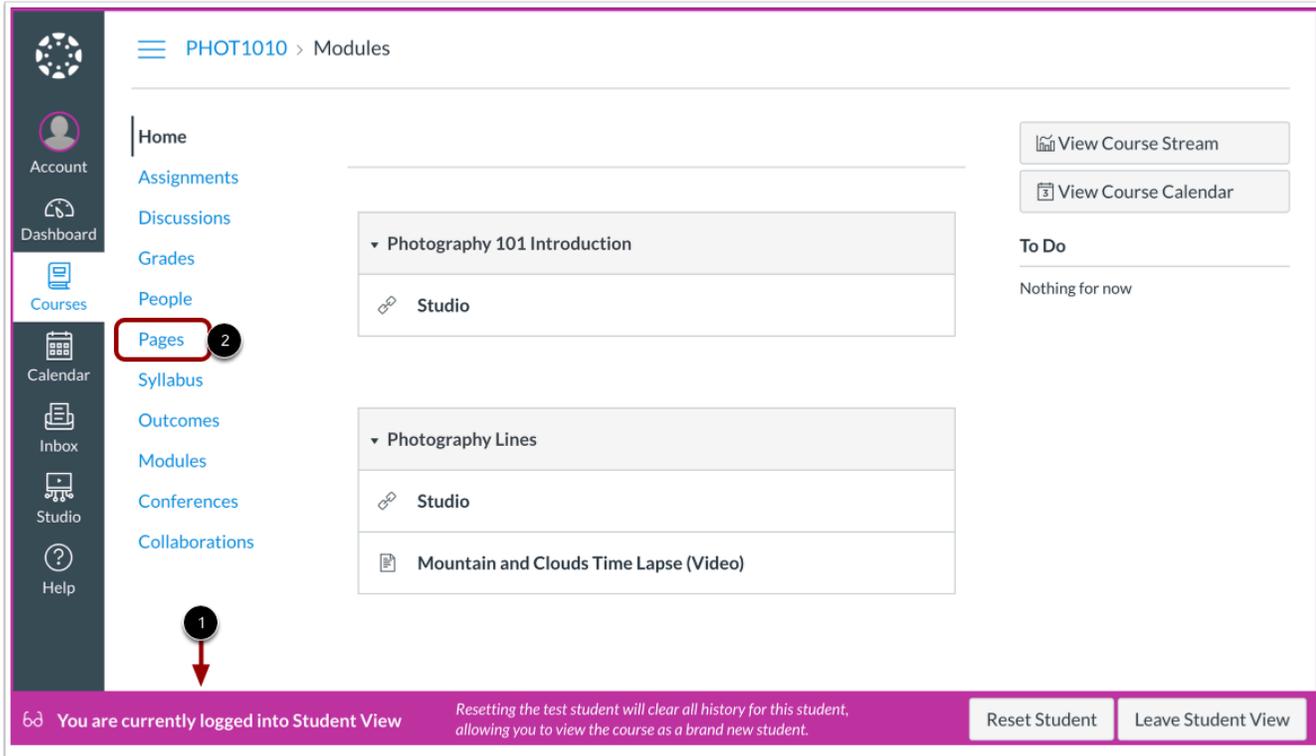
Open Student View



The screenshot shows the Canvas Modules interface. At the top left, the word "Modules" is displayed. In the top right corner, a button labeled "View as Student" is highlighted with a red rectangular border. Below the "Modules" header, there is a row of action buttons: "Collapse All", "View Progress", "Publish All" (with a green checkmark and a dropdown arrow), "+ Module" (in a blue box), and a vertical ellipsis menu. To the right of these buttons is a vertical list of options: "Import Existing Content", "Import from Commons", "Choose Home Page", "View Course Stream", "Course Setup Checklist", and "New Announcement". Below the action buttons, a list of modules is shown. The first module is "Photography 101 Introduction", which is expanded to show two sub-items: "Studio" and "Media Discussion". Each sub-item has a green checkmark and a vertical ellipsis menu. The "Media Discussion" item also shows "10 pts" below it.

In the course home page, click the **View as Student** button.

Open Media



PHOT1010 > Modules

Home
Assignments
Discussions
Grades
People
Pages ²
Syllabus
Outcomes
Modules
Conferences
Collaborations

▼ Photography 101 Introduction

🔗 Studio

▼ Photography Lines

🔗 Studio

📄 Mountain and Clouds Time Lapse (Video)

View Course Stream
View Course Calendar

To Do
Nothing for now

1 You are currently logged into Student View

Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.

Reset Student Leave Student View

You can now view the course as a student user would see it. For example, students cannot see the Settings navigation link like instructors can.

You will know if you are in Student View because of the persistent box on the bottom of the screen indicating you are logged into Student View [1].

Open the course area that includes the Studio media and open the media [2].

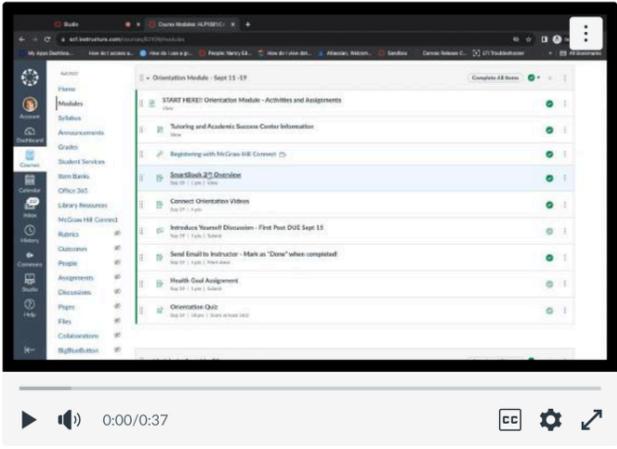
View Media

Video Assignment Project
Start Assignment

Due No Due Date Points 30 Submitting a text entry box or a file upload

Submit a video recording of your presentation. Here's an example:

Orientation



Details
Comments

View the video or audio file as shown to a student in your course. You can replicate all functionality including adding, removing, and editing comments. Comments display from the Test Student.

Reset Student

You are currently logged into Student View

Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.

Reset Student

Leave Student View



You can also reset the Test Student by clicking **Reset Student** button. This will clear all history for the student allowing you to start with a clean slate.

Leave Student View

🔗 You are currently logged into Student View

Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.

Reset Student

Leave Student View



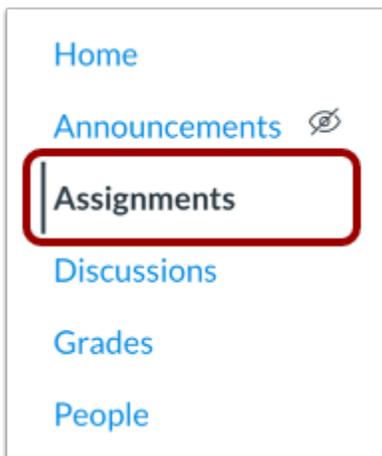
To return to your course in the instructor view, click the **Leave Student View** button.

How do I grade Canvas Studio media submissions in SpeedGrader as an instructor?

After a student submits a Canvas Studio file as an assignment submission in Canvas, you can view the submission in SpeedGrader.

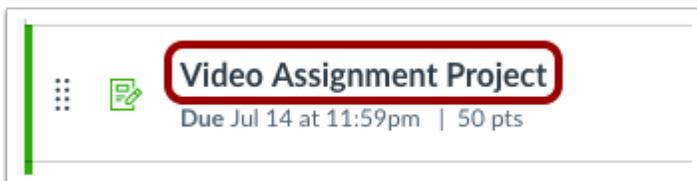
The type of submission determines the view shown in SpeedGrader: Text Entry or File Uploads.

Open Assignments



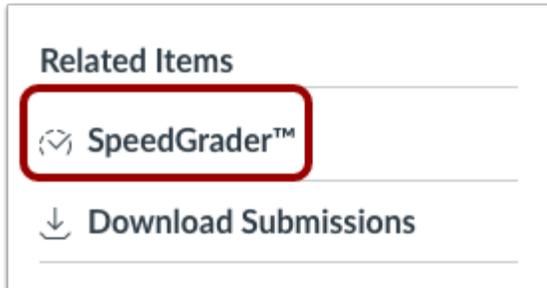
In Course Navigation, click the **Assignments** link.

Open Assignment



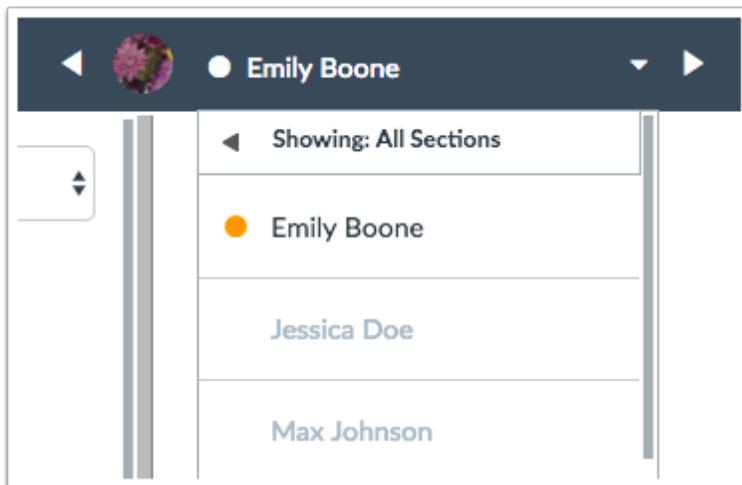
Click the name of the assignment.

Open SpeedGrader



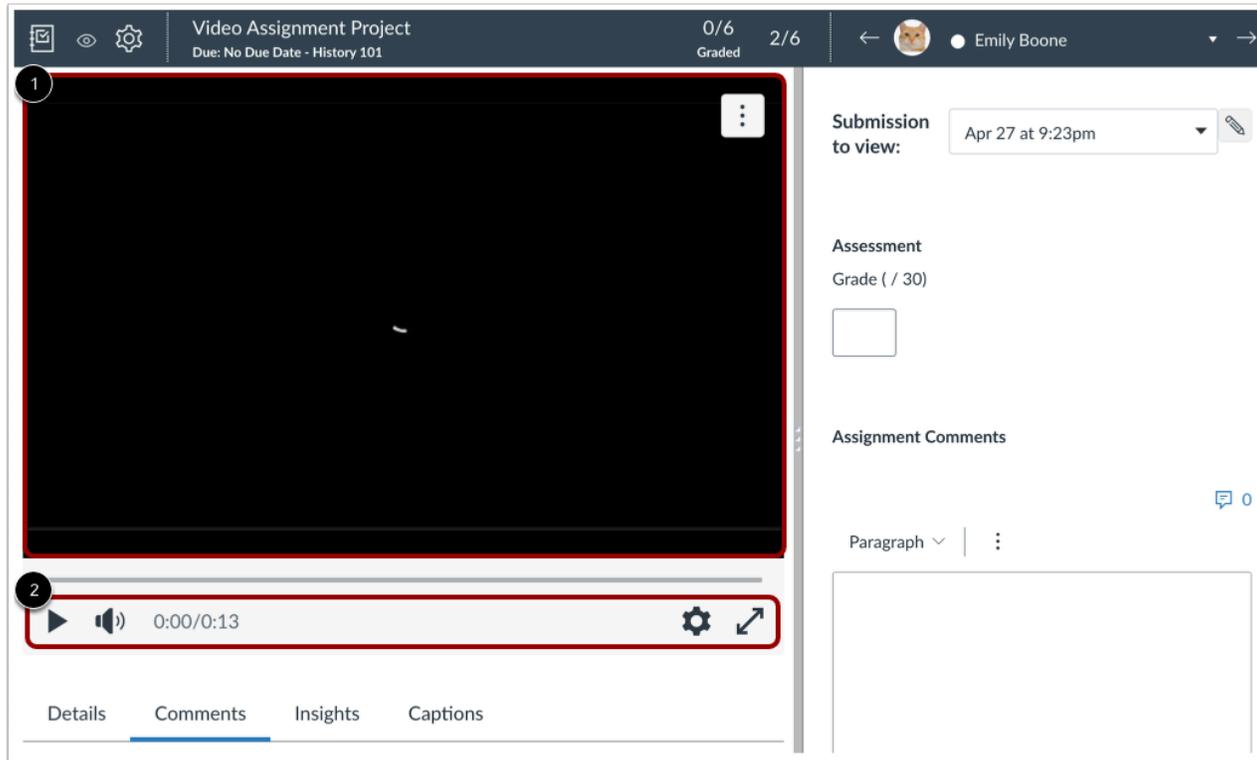
Click the **SpeedGrader** link.

Open Student Submission



Use the student list to locate a student submission.

View Submission



The screenshot shows the Canvas SpeedGrader interface for a submission. The top navigation bar includes the Canvas logo, the assignment title "Video Assignment Project", the due date "Due: No Due Date - History 101", the grading progress "0/6 Graded 2/6", and the student's name "Emily Boone".

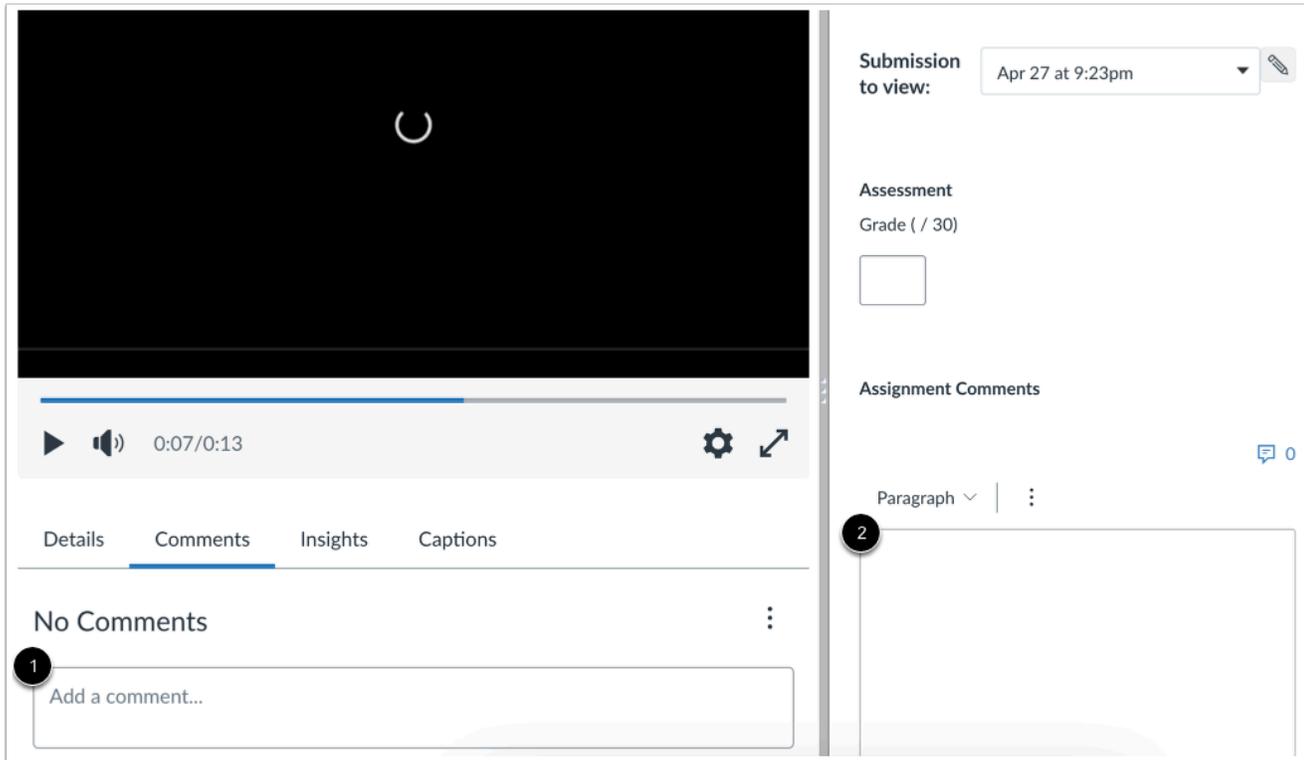
The main content area is divided into two sections:

- Video Player:** A large black video player window is highlighted with a red box and a circled "1". Below it is a video timeline control bar, also highlighted with a red box and a circled "2". The timeline shows a play button, a volume icon, the time "0:00/0:13", and icons for settings and full screen.
- Submission Details:** On the right side, there is a "Submission to view:" dropdown menu showing "Apr 27 at 9:23pm". Below this is an "Assessment" section with a "Grade (/ 30)" label and an empty input box. Further down is an "Assignment Comments" section with a "Paragraph" dropdown and a "0" comment count.

At the bottom of the interface, there are four tabs: "Details", "Comments", "Insights", and "Captions". The "Comments" tab is currently selected.

View the student submission in the SpeedGrader viewing window [1]. You can manage the player controls and the media volume, speed, and captions in the video timeline [2].

Leave Comments



The screenshot displays the Canvas Studio media viewer interface. On the left, a video player is shown with a progress bar at 0:07/0:13. Below the video player are tabs for 'Details', 'Comments', 'Insights', and 'Captions'. The 'Comments' tab is active, showing 'No Comments' and a text input field labeled 'Add a comment...' with a circled '1' next to it. On the right, the 'Submission to view:' dropdown is set to 'Apr 27 at 9:23pm'. Below that, the 'Assessment' section shows 'Grade (/ 30)' with an empty input box. The 'Assignment Comments' section is visible, featuring a 'Paragraph' dropdown and a text input field with a circled '2' next to it. A comment count of '0' is shown in the top right of the sidebar.

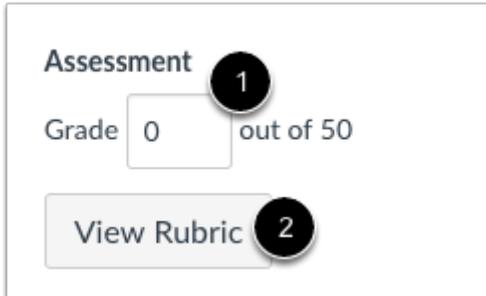
You can leave comments in the media.

To leave inline comments directly related to the media, add comments in the Studio media viewer [1]. Inline media comments can be used to comment on specific moments in the media. These comments are retained in the video and are not sent through notifications or posted elsewhere in Canvas.

To add assignment submission comments, add a comment in the sidebar [2]. Assignment comments in the sidebar should be used for high-level comments that you want to display in student grading comments. Students can view comments in the Submissions Details page and in the Conversations Comments filter, in addition to any external notifications.

Note: Comments are immediately visible to students, even if grades have not been posted.

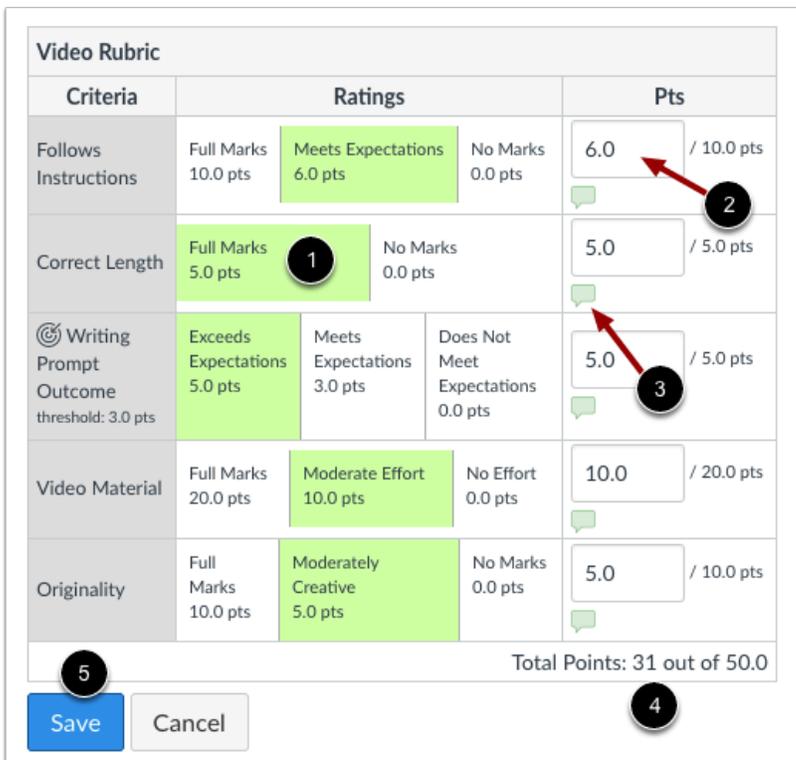
Grade Assignment



To grade the assignment, enter the grade in the **Grade** field [1].

If you added a rubric to the assignment for grading, click the **View Rubric** button [2].

Grade with Rubric



| Criteria | Ratings | | | Pts |
|--|---------------------------------|--------------------------------|---------------------------------------|------------------------------|
| Follows Instructions | Full Marks 10.0 pts | Meets Expectations 6.0 pts | No Marks 0.0 pts | 6.0 / 10.0 pts |
| Correct Length | Full Marks 5.0 pts | Meets Expectations 6.0 pts | No Marks 0.0 pts | 5.0 / 5.0 pts |
| Writing Prompt Outcome threshold: 3.0 pts | Exceeds Expectations 5.0 pts | Meets Expectations 3.0 pts | Does Not Meet Expectations 0.0 pts | 5.0 / 5.0 pts |
| Video Material | Full Marks 20.0 pts | Moderate Effort 10.0 pts | No Effort 0.0 pts | 10.0 / 20.0 pts |
| Originality | Full Marks 10.0 pts | Moderately Creative 5.0 pts | No Marks 0.0 pts | 5.0 / 10.0 pts |
| | | | | Total Points: 31 out of 50.0 |

For each criteria item, select the rating that fulfills the criteria [1]. The number of points will update in the points field [2]. If you want to add a comment for a criteria item, click the comment icon [3].

When you are finished, the rubric shows the total points at the bottom of the window [4]. Click the **Save** button [5].

View Grade



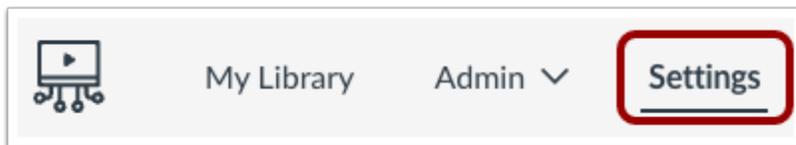
View the grade for the assignment.

Note: If you graded your assignment with a rubric but the Grade field does not update, your rubric was not set for grading and you will have to enter the score manually.

How do I view and manage my Canvas Studio groups as an instructor?

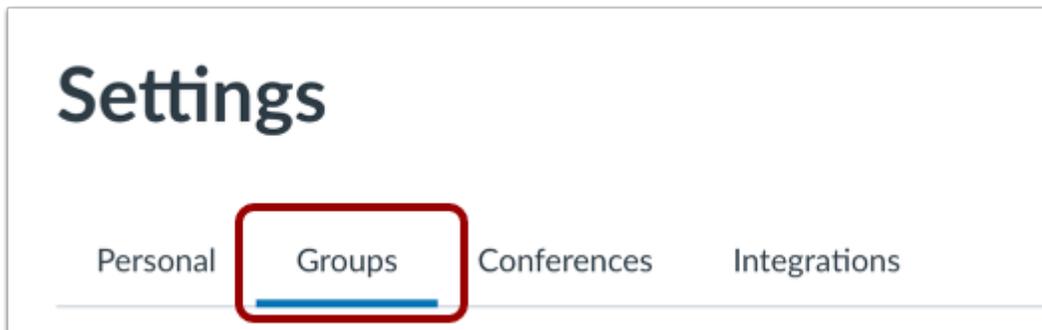
As an instructor, you can view a list of all your Studio groups in your Studio Settings Groups page. Depending upon your role in each group, you may be able to view the group member list, edit a group name, add or remove group members, adjust group member roles, leave a group, and delete groups.

Open Studio Settings



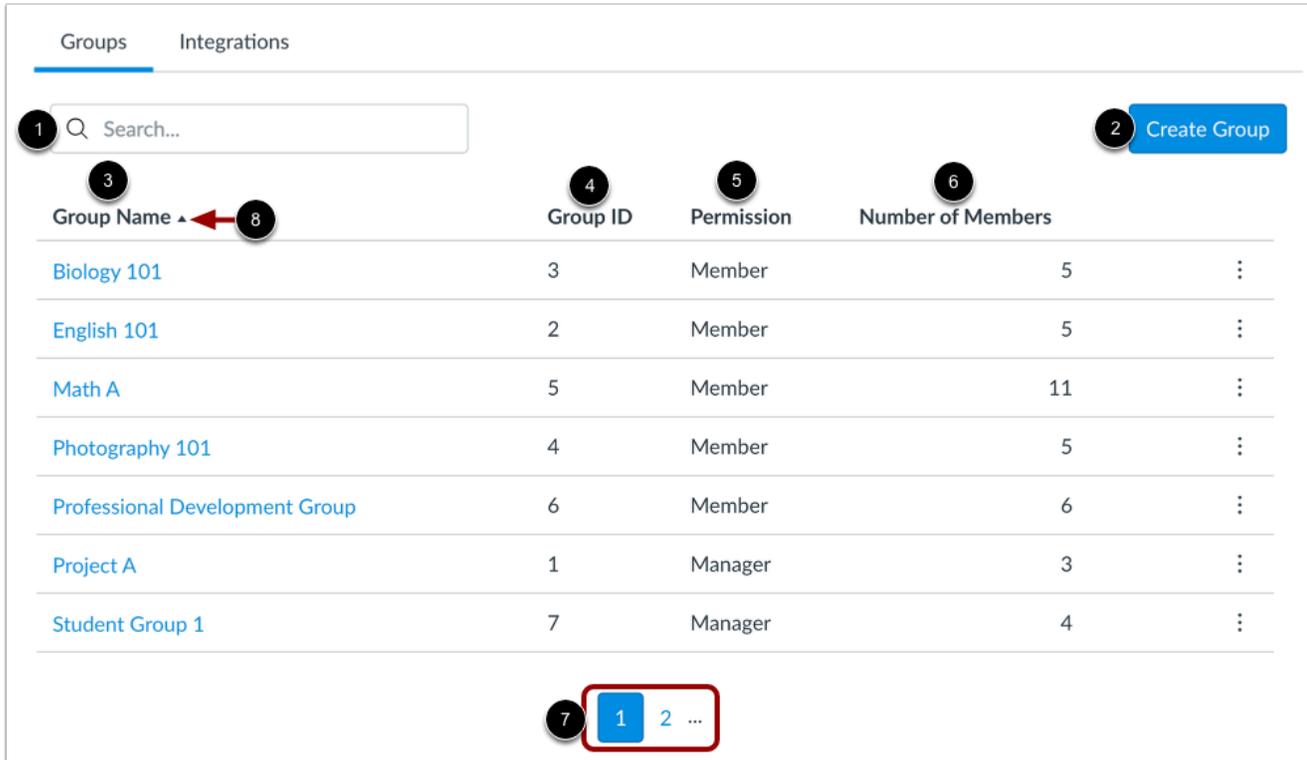
In the Studio Navigation menu, click the **Settings** tab.

Open Groups



Click the **Groups** tab.

View Groups



The screenshot shows the Canvas Groups interface. At the top, there are tabs for 'Groups' and 'Integrations'. Below the tabs is a search bar (1) and a 'Create Group' button (2). The main area contains a table with columns for Group Name (3), Group ID (4), Permission (5), and Number of Members (6). The table lists several groups: Biology 101, English 101, Math A, Photography 101, Professional Development Group, Project A, and Student Group 1. At the bottom, there are page navigation icons (7) and a dropdown menu (8) for sorting the groups.

| Group Name | Group ID | Permission | Number of Members |
|--------------------------------|----------|------------|-------------------|
| Biology 101 | 3 | Member | 5 |
| English 101 | 2 | Member | 5 |
| Math A | 5 | Member | 11 |
| Photography 101 | 4 | Member | 5 |
| Professional Development Group | 6 | Member | 6 |
| Project A | 1 | Manager | 3 |
| Student Group 1 | 7 | Manager | 4 |

In Groups, you can search for a group, create a group, and view a list of all your groups.

To locate a specific group, enter the group name or group ID in the **Search** field [1]. The Search function returns matches from your Groups List.

To create a new group, click the **Create Group** button [2]. Learn more about [creating Studio groups](#).

You can view a list of all your groups in the Groups List. The list displays the following information:

- **Group Name** [3]: the name of each group; by default, groups display in alphabetical order.
- **Group ID Number** [4]: the ID number automatically assigned to a group upon creation.
- **Permission** [5]: your role within the group. Group roles include Member and Manager.
- **Number of Members** [6]: the total number of people in the group, including yourself.

To view additional groups, use the page navigation icons [7]. Up to ten groups display per page.

To sort the displayed list by name, ID, permission, or member count, click the list column header [8]. You can sort in ascending or descending order.

Note: The Groups List displays only groups in which you are a member. If you leave a group, even one you created, it no longer displays in your Groups List.

View Group Options

| Group Name ▲ | Group ID | Permission | Number of Members | |
|--|----------|------------|-------------------|---|
| Biology 101 | 3 | Manager | 5 | ⋮ |
| English 101 | 2 | Member | | |
| Math A | 5 | Member | 11 | |
| Photography 101 | 4 | Member | 5 | |
| Professional Development Group | 6 | Member | 6 | ⋮ |
| Project A | 1 | Manager | | |
| Student Group 1 | 7 | Manager | 4 | |



To view your group management options, locate the group in the list and click the **Options** icon [1]. Your group permission status determines the displayed management options.

Managers can edit, leave, and delete the group [2]. Additionally, all Studio Admins can manage groups.

Members can view the group list and leave the group [3].

Edit Group

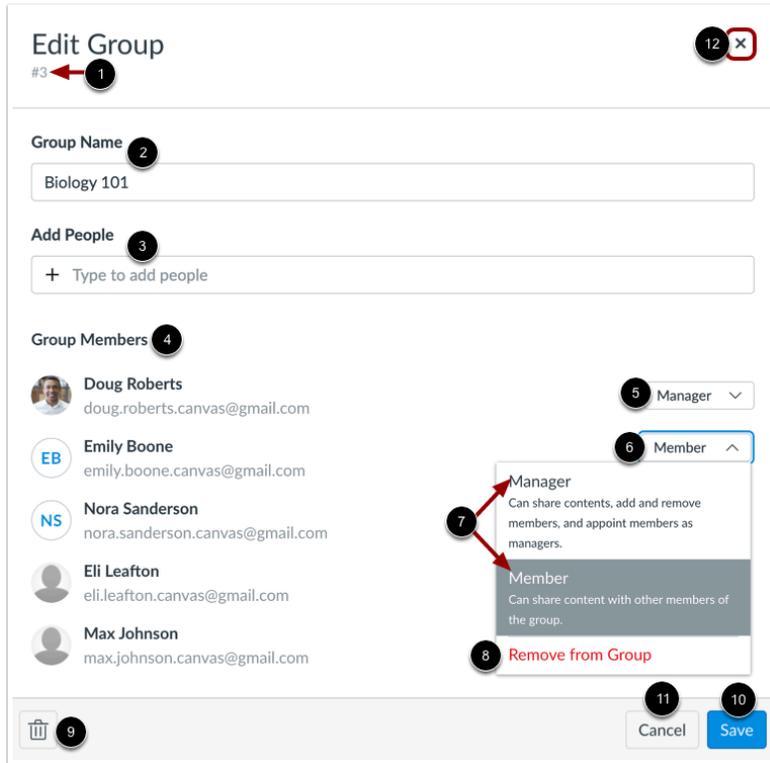
| Group Name ▲ | Group ID | Permission | Number of Members | |
|---------------------------------|----------|------------|-------------------|---|
| Biology 101 | 3 | Manager | 5 | ⋮ |
| English 101 | 2 | Member | | |
| Math A | 5 | Member | 11 | |
| Photography 101 | 4 | Member | 5 | |



To view and edit details for a group, click the group name link [1].

Alternatively, locate the group in the list and click the group's **Options** icon [2]. Then select the **Edit** option [3].

Edit Group Details



In the Edit Group window, you can view the group ID [1], view and edit the group name [2], add members [3], view the group members list [4], and manage group member roles [5].

To change a group member's role, locate the group member and click the **Role** drop-down menu [6]. Then select the role [7], or remove the member from the group [8].

To delete the group, click the **Delete** icon [9].

To save any changes made to the group, click the **Save** icon [10].

To close the Edit Group window, click the **Cancel** button [11] or the **X** icon [12].

View Admin Member Notification

Group Members

| | | |
|---|--|--|
|  | <p>Doug Roberts doug.roberts.canvas@gmail.com</p> | <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; display: inline-block;"> Manager ▼ </div> |
|  | <p>Emily Boone emily.boone.canvas@gmail.com</p> | <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; display: inline-block;"> Member ▼ </div> |
|  | <p>Nora Sanderson nora.sanderson.canvas@gmail.com</p> | <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; display: inline-block;">  Member ▼ </div> |
|  | <p>Eli Leafton eli.leafton.canvas@gmail.com</p> | <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; display: inline-block;"> Member ▼ </div> |

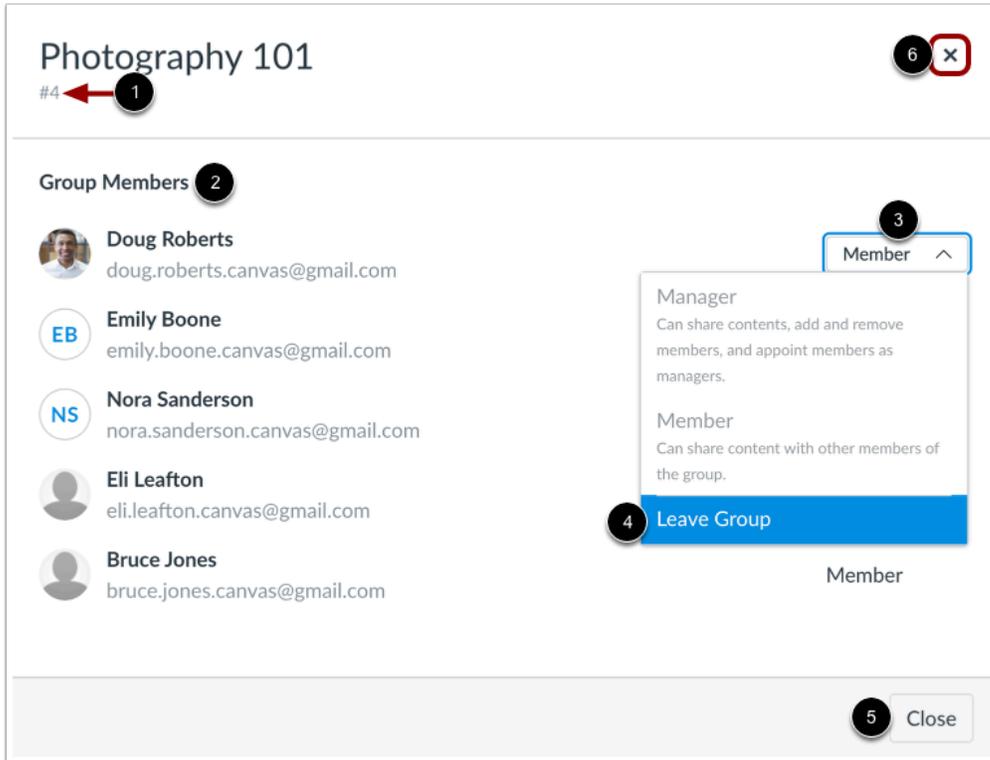
If a group member is also a Studio admin, they can view and edit any group in the Studio account, even if they are added to the group with Member permissions. Next to the admin's Role drop-down menu, an Admin icon displays.

View Group

| | | | | |
|--|---|---------|---|---|
| Professional Development Group | 6 | Member | 6 | <div style="border: 1px solid #ccc; border-radius: 50%; padding: 2px; display: inline-block;"> 1 ⋮ </div> |
| Project A | 1 | Manager | 2 | <div style="border: 1px solid #ccc; border-radius: 5px; padding: 5px; display: inline-block;"> View Leave Group </div> |
| Student Group 1 | 7 | Manager | 4 | |

To view a group, locate the group in the list and click the group's **Options** icon [1]. Then select the **View** option [2].

View Group List



The screenshot shows the 'Photography 101' group page. At the top left, the group name 'Photography 101' is displayed with a group ID '#4' and a red arrow pointing to it, labeled '1'. In the top right corner, there is a '6' in a circle and an 'X' icon in a red square, labeled '6'. Below the group name, the 'Group Members' section is labeled '2'. It lists five members: Doug Roberts (doug.roberts.canvas@gmail.com), Emily Boone (emily.boone.canvas@gmail.com), Nora Sanderson (nora.sanderson.canvas@gmail.com), Eli Leafton (eli.leafton.canvas@gmail.com), and Bruce Jones (bruce.jones.canvas@gmail.com). A role drop-down menu is open for Bruce Jones, labeled '3', showing 'Manager' (Can share contents, add and remove members, and appoint members as managers), 'Member' (Can share content with other members of the group), and 'Leave Group' (highlighted in blue, labeled '4'). Below the menu, the word 'Member' is visible. At the bottom right, there is a 'Close' button labeled '5'.

The Group window displays the group ID [1] and the list of group members [2].

You can also manage your group membership. To leave the group, click the **Role** drop-down menu [3], then select the **Leave Group** option [4].

To close the Group window, click the **Close** button [5] or the **X** icon [6].

Leave Group

| Group Name ▲ | Group ID | Permission | Number of Members | |
|-----------------|----------|------------|-------------------|-------------|
| Biology 101 | 3 | Manager | 5 | ⋮ |
| English 101 | 2 | Member | 5 | Edit |
| Math A | 5 | Member | 1 | Leave Group |
| Photography 101 | 4 | Member | 5 | Delete |

To leave a group, locate the group in the list and click the group's **Options** icon [1]. Then select the **Leave Group** option [2].

Confirm Leave

Leave Group?

×

You will be permanently removed from this group. Content that has been shared with you can no longer be viewed. Content that you have shared with the group will remain shared.

Cancel
Leave Group

Click the **Leave Group** button.

Note: When you leave a group, the group no longer displays in your Groups List and you can no longer view the group in your Studio account. However, Studio admins can view all groups in your institution's Studio account. If you need to manage or monitor a group that does not display in your Groups List, contact your Studio administrator.

Delete Group

| Group Name ▲ | Group ID | Permission | Number of Members | |
|-----------------|----------|------------|-------------------|---|
| Biology 101 | 3 | Manager | 5 | 1  |
| English 101 | 2 | Member | 5 | <div style="border: 1px solid blue; padding: 2px;"> Edit Leave Group 2 Delete </div> |
| Math A | 5 | Member | 11 | |
| Photography 101 | 4 | Member | 5 | |

To delete a group, locate the group in the list and click the group's **Options** icon [1]. Then select the **Delete** option [2].

Confirm Delete

Delete Group?

×

Deleting this group will remove everyone from it and revoke access to all media shared with the members.

Cancel
Delete

Click the **Delete** button.

Note: Deleting a group removes all members from the group and revokes access to any group-shared media. Please notify group members before deleting an active Studio group.

How do I create custom sharing groups in my Canvas Studio account as an instructor?

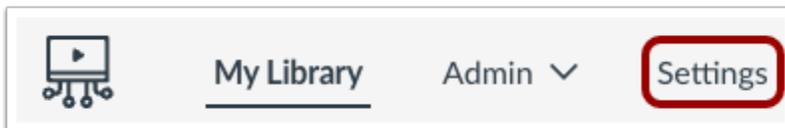
As an instructor, you may be able to create custom media sharing groups in your Studio account. Users assigned within the same group can share media files to all group members. They can also manage all group members' access to media files, including editing and sharing media files. Learn more about [sharing media to a group](#) in Canvas Studio.

Depending upon how you configure your group roles, group members may also be able to edit group details, add or remove individuals in a group, and grant manager permissions to other group members.

When you create a group in your account, Studio automatically assigns you to the group as a group manager. You can delete any group you created. If you remove yourself from a group, the group no longer displays on your Groups List and you can no longer access the group or any media shared to you via the group.

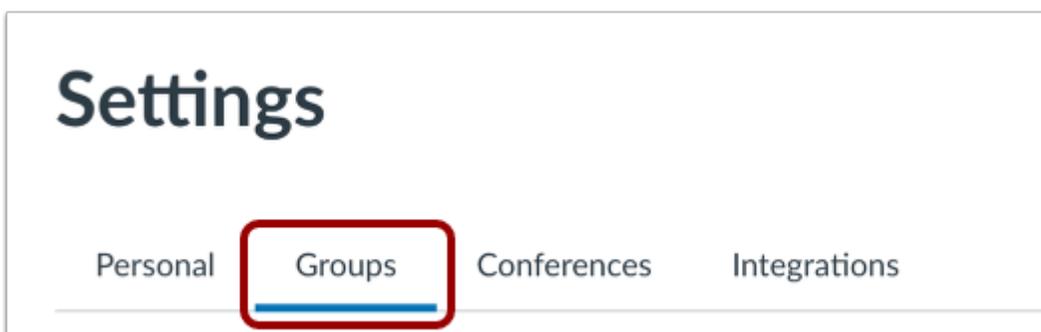
Note: Creating groups is a user permission. If you cannot create groups, this feature is not enabled for instructors at your institution.

Open Studio Settings



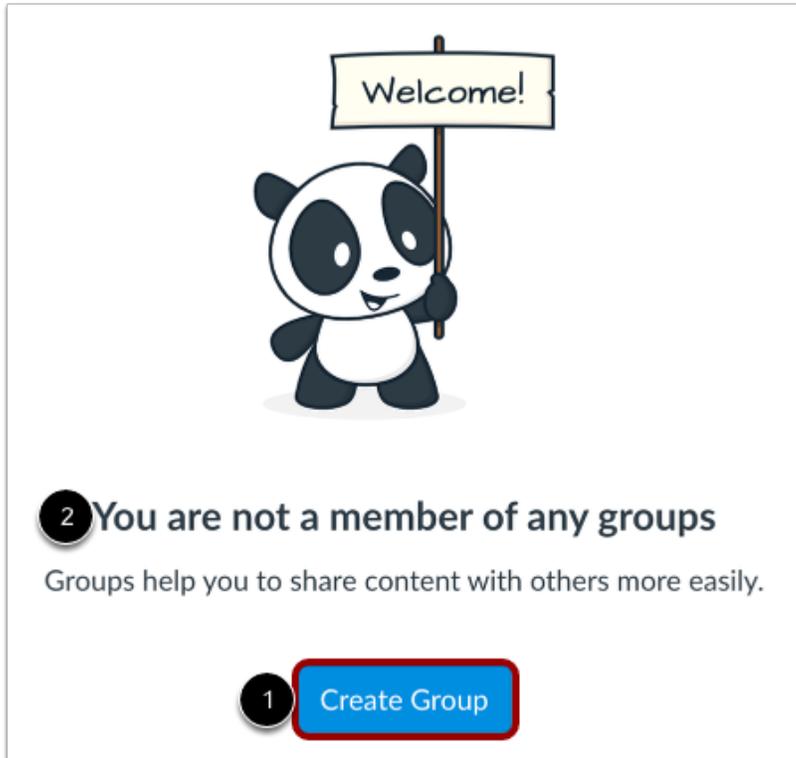
In the Studio Navigation menu, click the **Settings** tab.

Open Groups



Click the **Groups** tab.

Create Group



Click the **Create Group** button [1].

Note: Studio displays a notification if you are not already a member of a group [2].

Enter Group Name

Create Group ×

Group Name

Add People

In the Create Group screen, enter a name for the group in the **Group Name** field.

Add Group Members

Create Group ×

Group Name

Add People 1

-  **Emily Allen**
eallen@instructure.com
- 2  **Emily Boone**
emily.boone.canvas@gmail.com

To add a person to the group, enter the person's name in the **Add People** field [1]. In the search results list, click the name.

View Group Member List

Create Group ×

Group Name

Add People

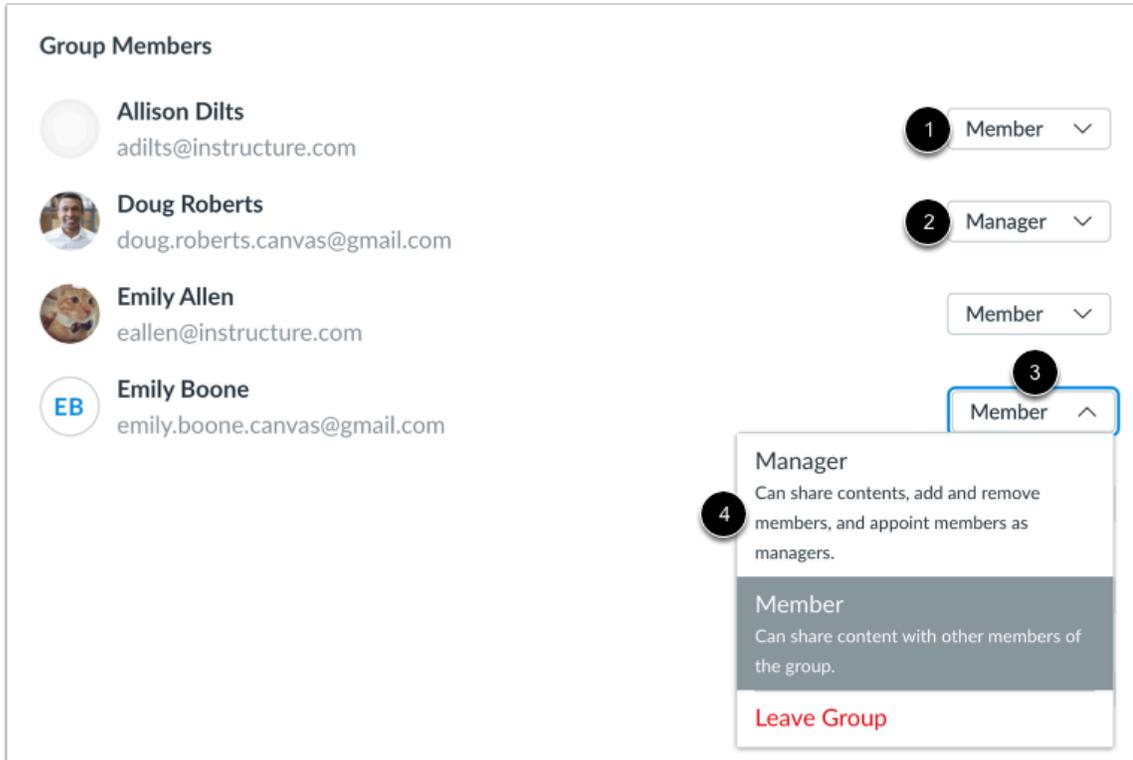
Group Members 1

| | | |
|---|--|--|
| 3  | Doug Roberts doug.roberts.canvas@gmail.com | Manager ▼ |
|  | Emily Boone emily.boone.canvas@gmail.com | 2 → Member ▼ |

Group members display in the **Group Members** list [1]. You can also view each member's group user role [2].

Note: When you create a group, you are automatically added to the group as a group manager [3].

View Group Member Roles



The screenshot shows a 'Group Members' list with four members. Each member has a role dropdown menu. A tooltip is open over the dropdown for Emily Boone, showing the 'Manager' role selected. The tooltip lists the permissions for each role: Manager (Can share contents, add and remove members, and appoint members as managers) and Member (Can share content with other members of the group). A 'Leave Group' button is also visible at the bottom of the tooltip.

| Member Name | Email | Role |
|---------------|-------------------------------|---------|
| Allison Dilts | adilts@instructure.com | Member |
| Doug Roberts | doug.roberts.canvas@gmail.com | Manager |
| Emily Allen | eallen@instructure.com | Member |
| Emily Boone | emily.boone.canvas@gmail.com | Member |

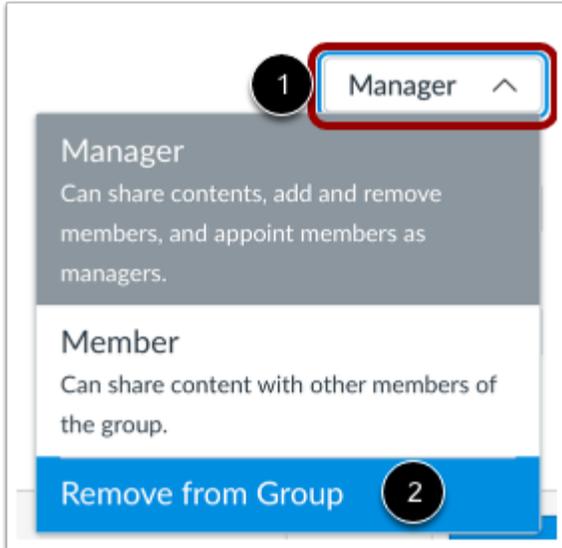
Studio group users may have one of two group roles.

By default, group members are added with the **Member** role [1]. Members can share Studio media content with other members in the group.

Alternatively, group members may be assigned the **Manager** role [2]. Managers can share content with other group members, add and remove group members, and assign others as group managers.

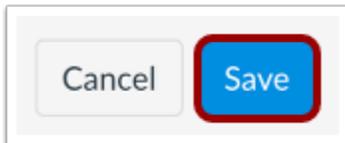
To change a group member's user role, locate the user in the list and click the **Role** drop-down menu [3]. Click to select a user role [4].

Remove Group Member



To remove a group member from the list, locate the user in the list and click the **Role** drop-down menu [1]. Then click the **Remove from Group** option [2].

Save Group



Click the **Save** button.

View Group

| Group Name ▲ | Group ID | Permission | Number of Members | |
|--------------------------------|----------|------------|-------------------|---|
| APAH Group 1—Early Renaissance | 1 | Member | 3 | ⋮ |

In your Groups page, view the group.

Learn about [viewing and managing groups](#).

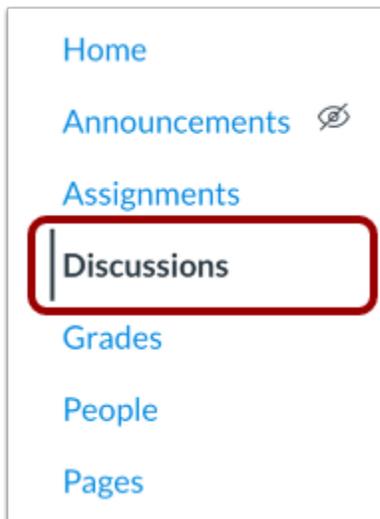
How do I embed Canvas Studio media in a Canvas discussion as an instructor using a Safari or Firefox browser?

You can embed a Canvas Studio video or audio file in the discussion details in Canvas.

Notes:

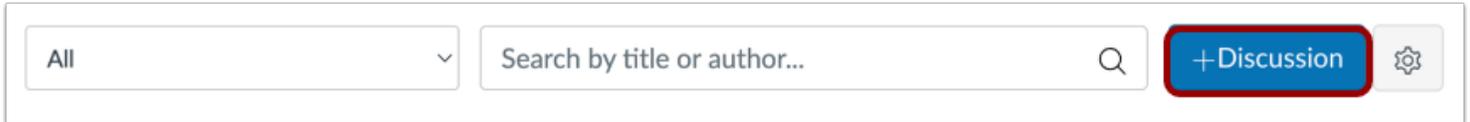
- Discussions created directly in a group do not include the embed options for Studio media and do not track viewership data. To view the embed options and viewership data when creating a discussion for a course group, the discussion must be created on the course level then set as a group discussion.
- Once you save or publish the discussion, a copy of the embedded media is saved in Course Collections.
- Learn more about creating [a course discussion](#) or [a group discussion](#).
- This lesson describes the process for embedding media using a Safari or Firefox browser only. Learn more about [embedding media in a discussion using a Chrome or Edge browser](#).

Open Discussions



In the Course Navigation, click the **Discussions** link.

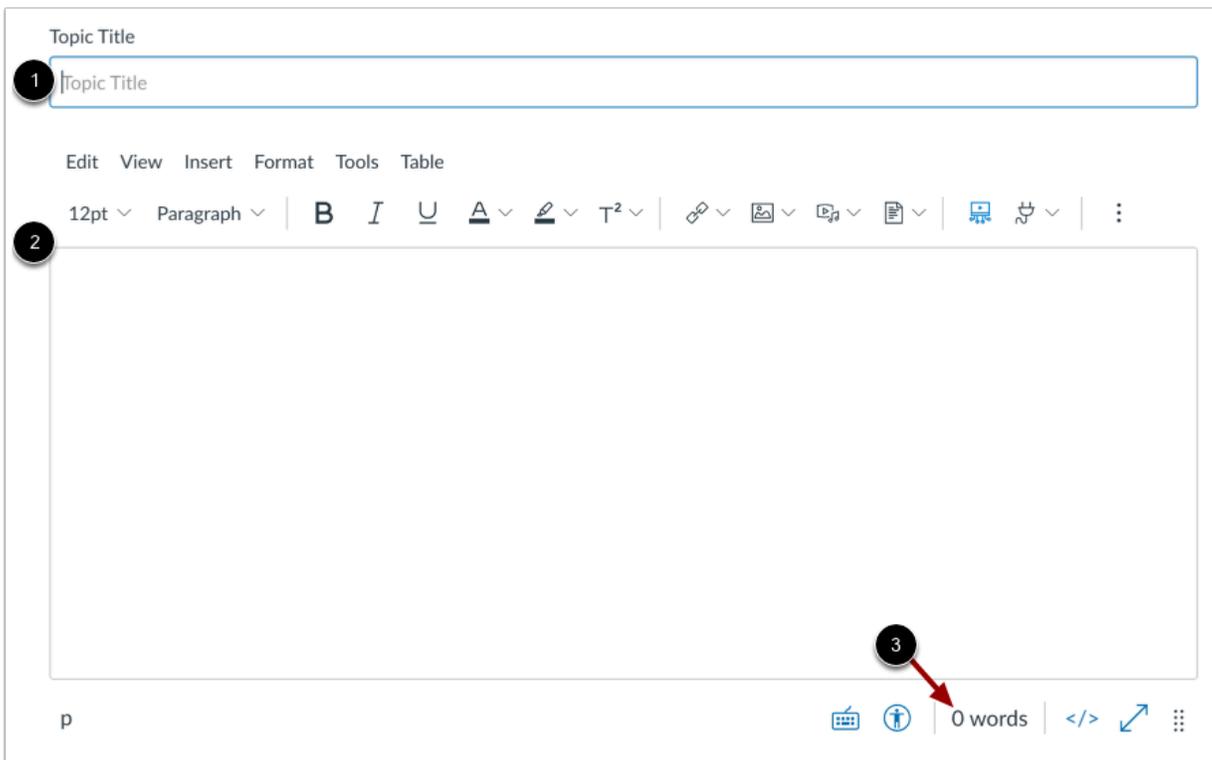
Add Discussion



A horizontal toolbar for adding discussions. It features a dropdown menu on the left with 'All' selected, a search input field with the placeholder text 'Search by title or author...' and a magnifying glass icon, a blue button with a white border labeled '+ Discussion', and a gear icon on the far right.

Click the **Add Discussion** button.

Create Discussion

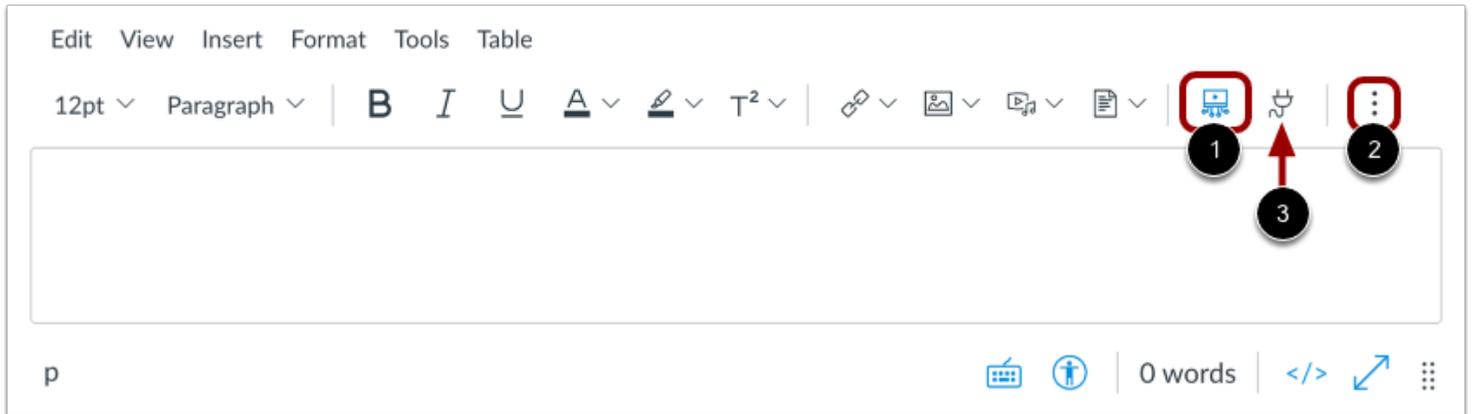


A rich content editor for creating a discussion. At the top is a text input field labeled 'Topic Title' with a '1' in a black circle next to it. Below this is a menu bar with 'Edit', 'View', 'Insert', 'Format', 'Tools', and 'Table'. Underneath is a toolbar with various icons for text formatting (font size, paragraph, bold, italic, underline, text color, background color, superscript), linking, media, and other functions. A '2' in a black circle is next to the toolbar. The main area is a large text box. At the bottom right of the text box, there is a status bar showing '0 words' and a '3' in a black circle with a red arrow pointing to it. Other icons in the status bar include a paragraph icon, a person icon, and symbols for code and link.

Add a title for your discussion in the **Topic Title** field [1].

To add discussion text content, use the Rich Content Editor [2]. The Rich Content Editor includes a word count display below the bottom right corner of the text box [3].

Open Studio in Rich Content Editor

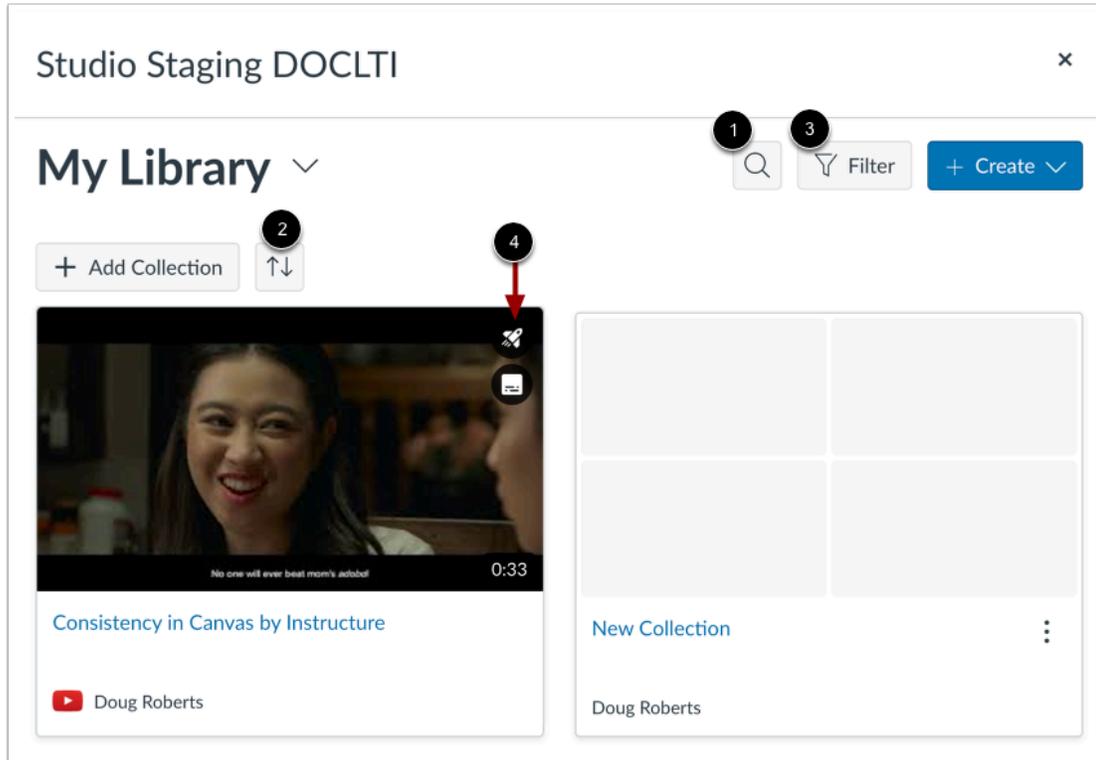


In the Rich Content Editor, click the **Studio** icon [1].

If the Studio icon does not display in the toolbar, click the **Options** icon [2].

Note: You can also access the Studio tool from the **App** icon [3].

Locate Media



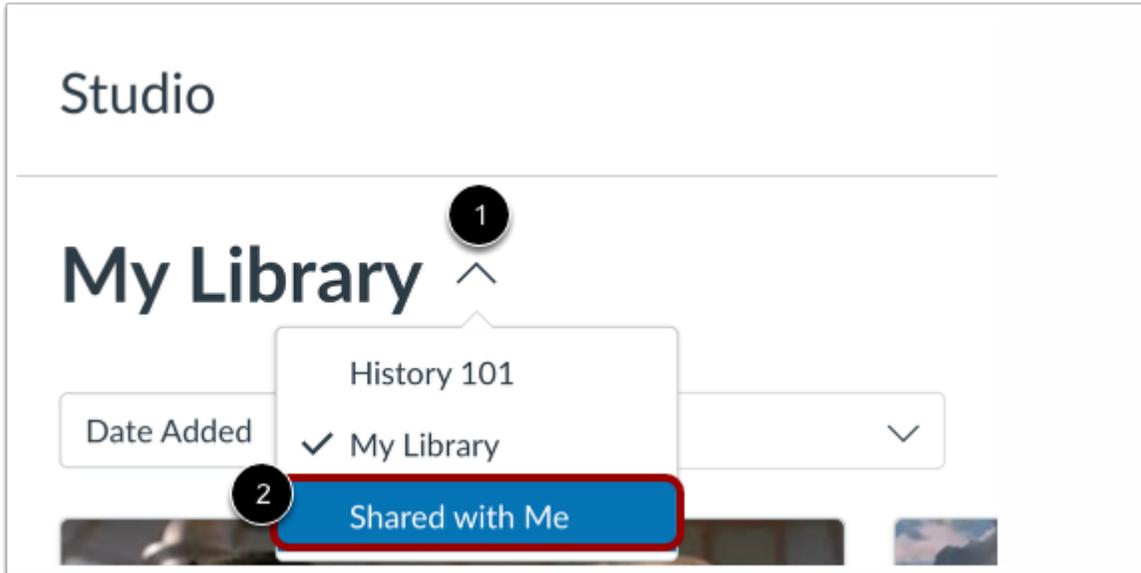
To search for a video or audio file, click the **Search** icon [1].

To sort by date or name, select the **Order** drop-down menu [2].

To filter by media type or caption availability, click the **Filter** button [3].

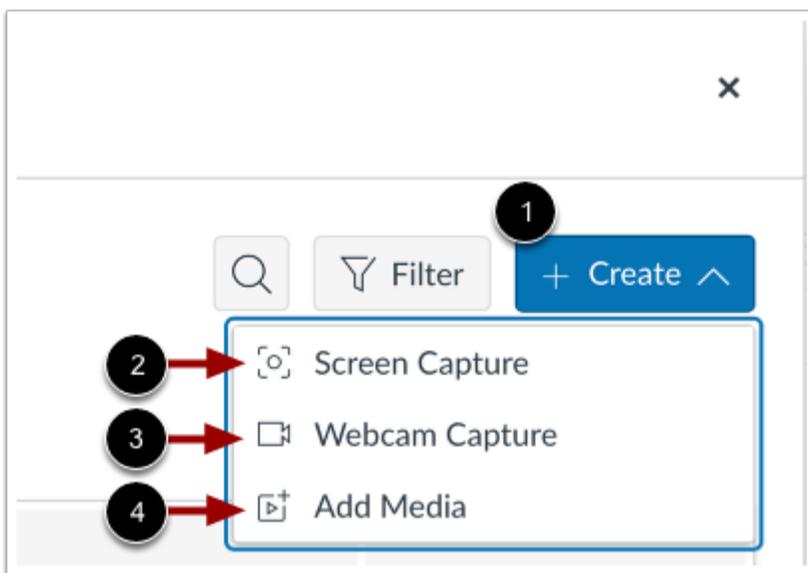
Note: Media that includes a video quiz displays the Quiz icon [4].

Locate Shared Media



To embed media shared by another user, click the **My Library** drop-down menu [1]. Then, select the **Shared with Me** link [2].

Upload New Media



To upload new media, click the **Create** button [1].

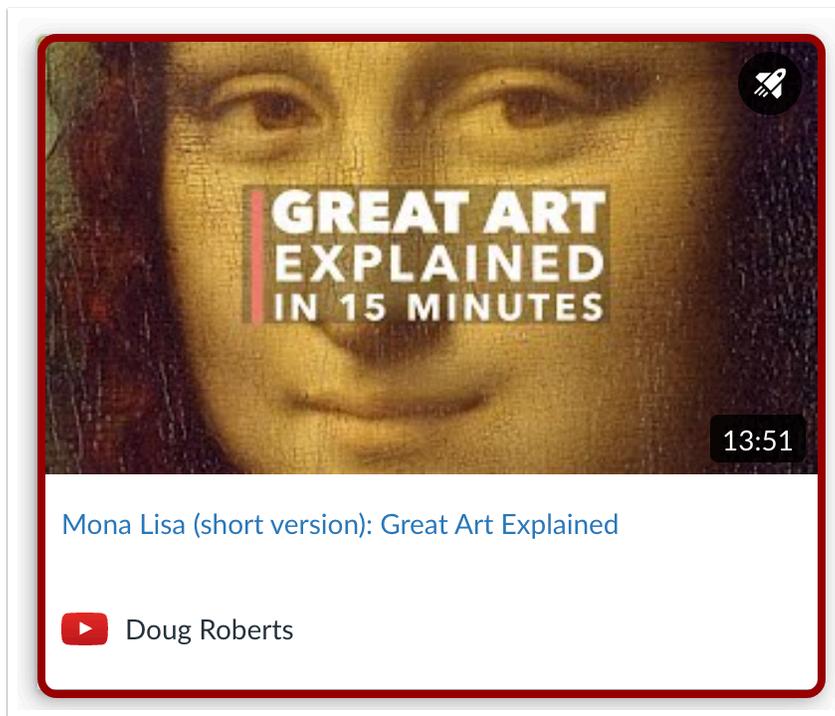
To record a screen capture, click the **Screen Capture** link [2].

To record using a webcam, click the **Webcam Capture** link [3].

To add a media file from an external link or a file on your computer, click the **Add Media** button [4].

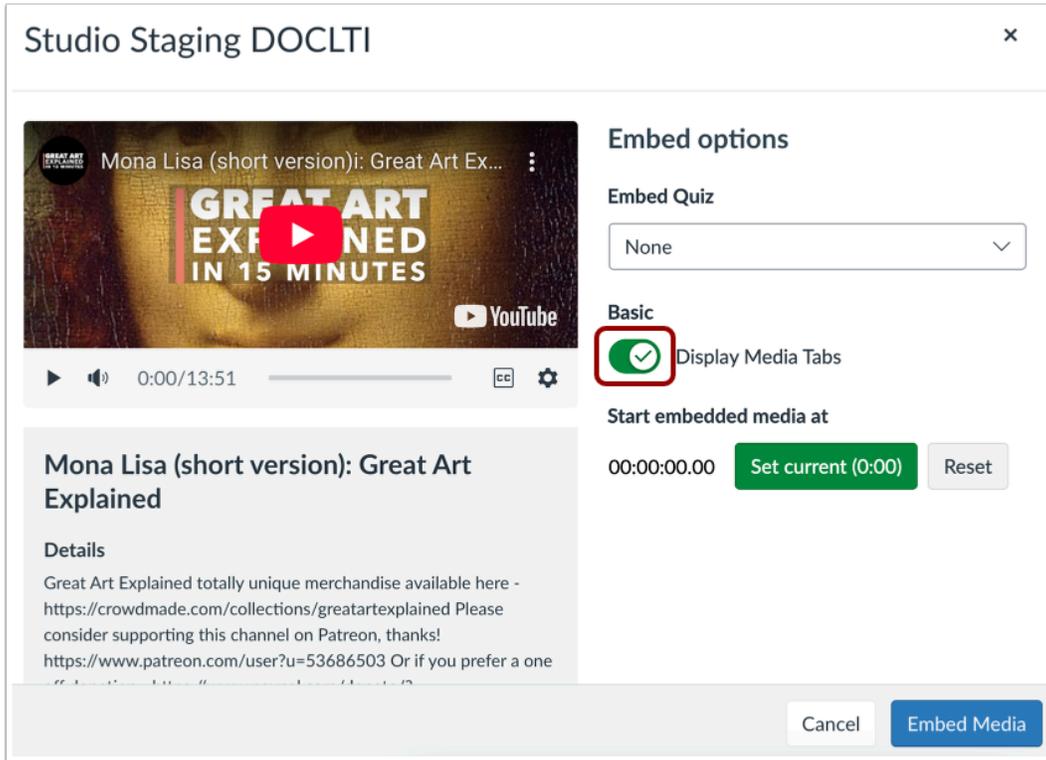
Note: Learn how to upload and embed new media using a [Chrome or Edge browser](#).

Select Media



Locate the media and then click the media thumbnail.

Display or Hide Media Tabs



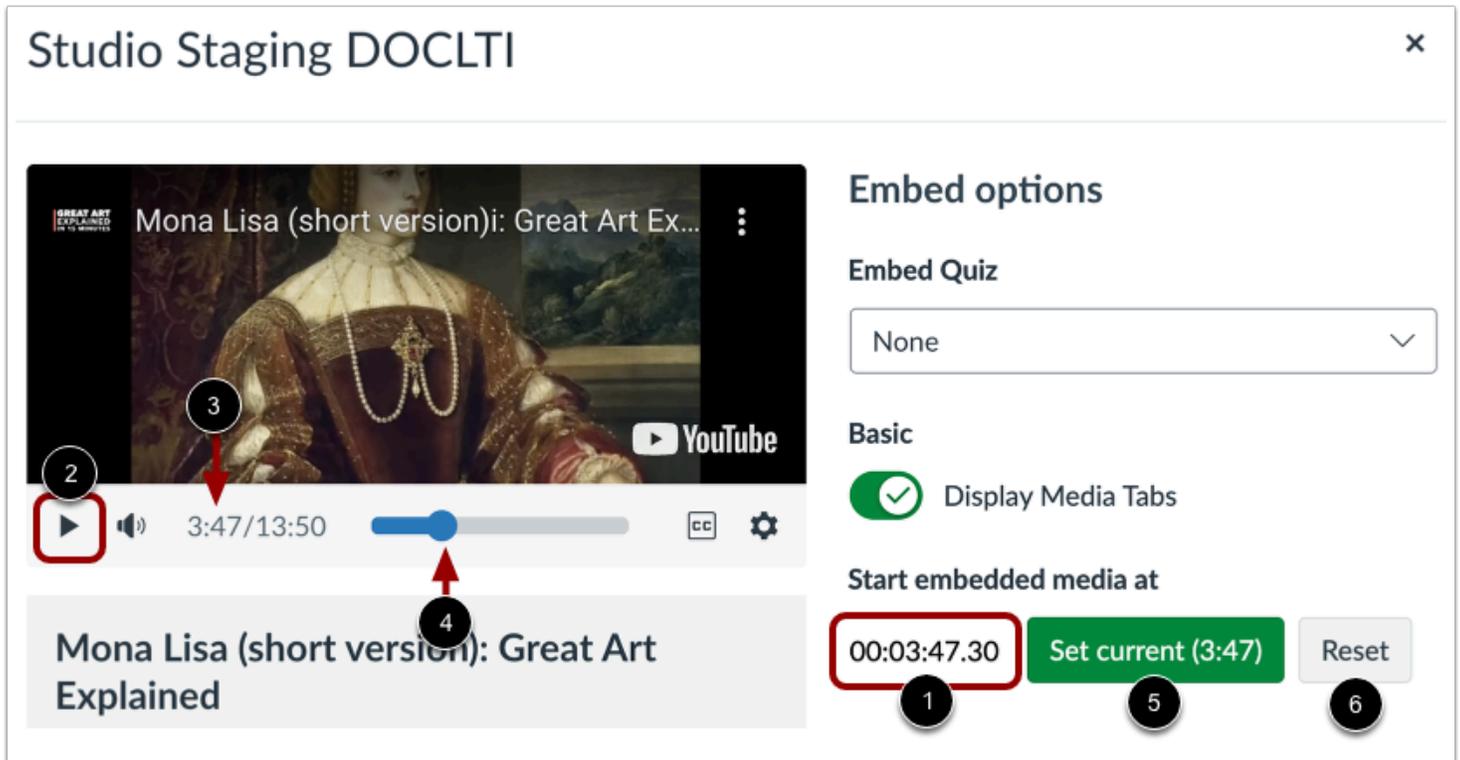
The screenshot shows the 'Studio Staging DOCLTI' window. On the left is a video player for 'Mona Lisa (short version): Great Art Explained' with a 'GREAT ART EXPLAINED IN 15 MINUTES' overlay. On the right, the 'Embed options' panel is visible. Under the 'Basic' section, the 'Display Media Tabs' toggle is checked and highlighted with a red box. Below this, the 'Start embedded media at' section shows '00:00:00.00' with 'Set current (0:00)' and 'Reset' buttons. At the bottom of the panel are 'Cancel' and 'Embed Media' buttons.

You can display Media Tabs in the embedded media file. The Media Tabs can include the Details, Comments, Insights, and Captions tabs.

To display or hide the Media Tabs in the embedded media file, click the **Display Media Tabs** toggle on or off.

Note: By default, this option may be on or off. Admins control whether it is on or off by default through [Studio Settings](#).

Set Start Time for Media



The screenshot shows the 'Studio Staging DOCLTI' interface. On the left is a video player for 'Mona Lisa (short version): Great Art Ex...'. The play button is circled in red and labeled '2'. The timestamp '3:47/13:50' is circled in red and labeled '3'. The progress bar is labeled '4'. On the right is the 'Embed options' panel. The 'Embed Quiz' dropdown is set to 'None'. Under 'Basic', 'Display Media Tabs' is checked. The 'Start embedded media at' section has a text field containing '00:03:47.30' circled in red and labeled '1', a green 'Set current (3:47)' button labeled '5', and a 'Reset' button labeled '6'.

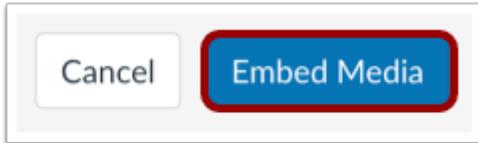
When embedding media from YouTube or Vimeo, you can use timestamp-based embedding. To select the timestamp where the beginning of pertinent content is highlighted on playback, enter it in the **Start embedded media at** field [1].

Alternatively, you can locate a start time in the media player. To begin playback, click the **Start** button [2]. The timestamp displays [3]. To navigate through the media, click and drag the time stamp indicator [4]. Then, click the **Set current** button [5].

To reset and set a new start time, click the **Reset** button [6].

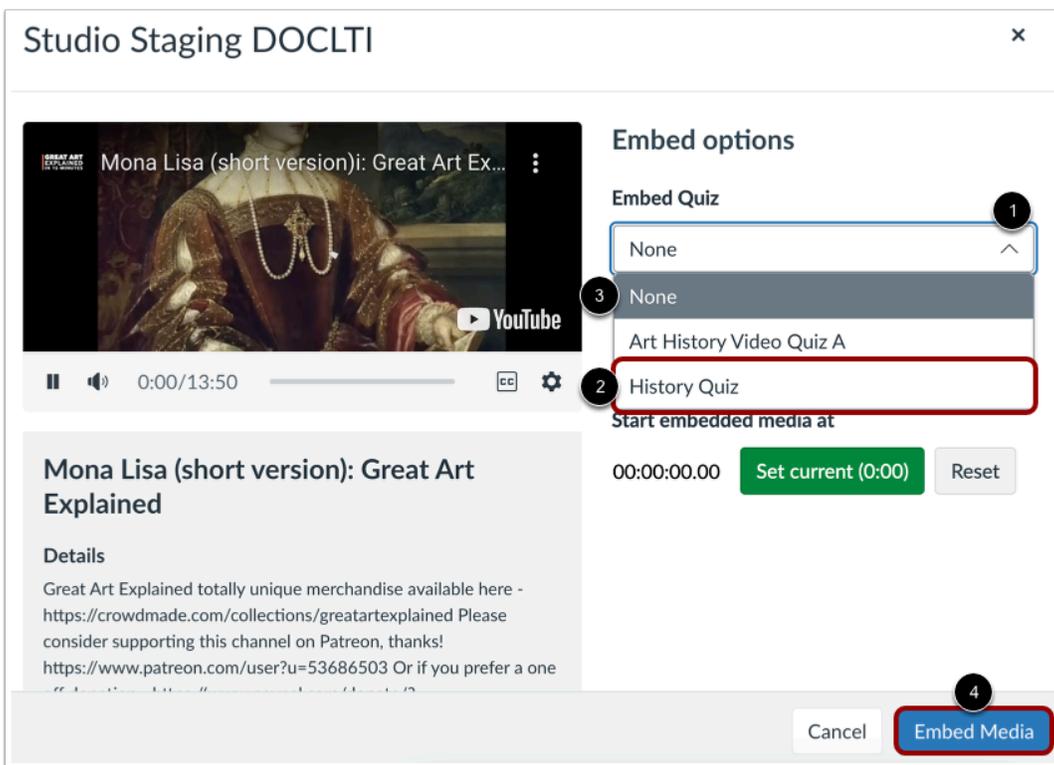
Note: Discussions created directly in a group do not include the embed options for Studio media and do not track viewership data. To view the embed options and viewership data when creating a discussion for a course group, the discussion must be created on the course level and then set as a group discussion.

Embed Media



To embed the media in the discussion, click the **Embed Media** button.

Embed Quiz

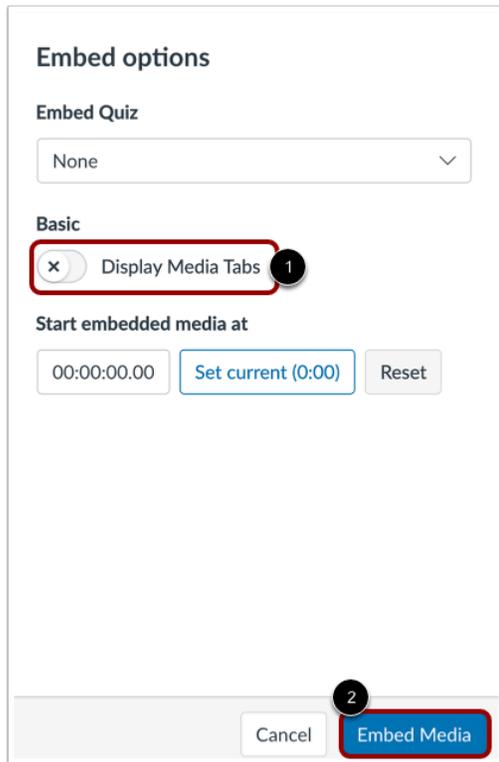
A screenshot of the 'Embed options' dialog box for a video titled 'Mona Lisa (short version): Great Art Explained'. The dialog box is titled 'Studio Staging DOCLTI'. On the left is a video player showing the Mona Lisa painting. On the right, under 'Embed Quiz', there is a dropdown menu with 'None' selected. A red box highlights the 'History Quiz' option in the dropdown. Below the dropdown is a 'Start embedded media at' section with a time input '00:00:00.00', a green 'Set current (0:00)' button, and a grey 'Reset' button. At the bottom right, there are 'Cancel' and 'Embed Media' buttons. Numbered callouts 1, 2, 3, and 4 point to the dropdown menu, the 'History Quiz' option, the 'None' option, and the 'Embed Media' button respectively.

If the selected media includes a quiz the Embed Quiz drop-down displays [1]. To embed the quiz, click the quiz name link [2].

To embed the media without the quiz, click the **None** option [3].

Then, click the **Embed Media** button [4].

Resize Embedded Media



Embed options

Embed Quiz
None

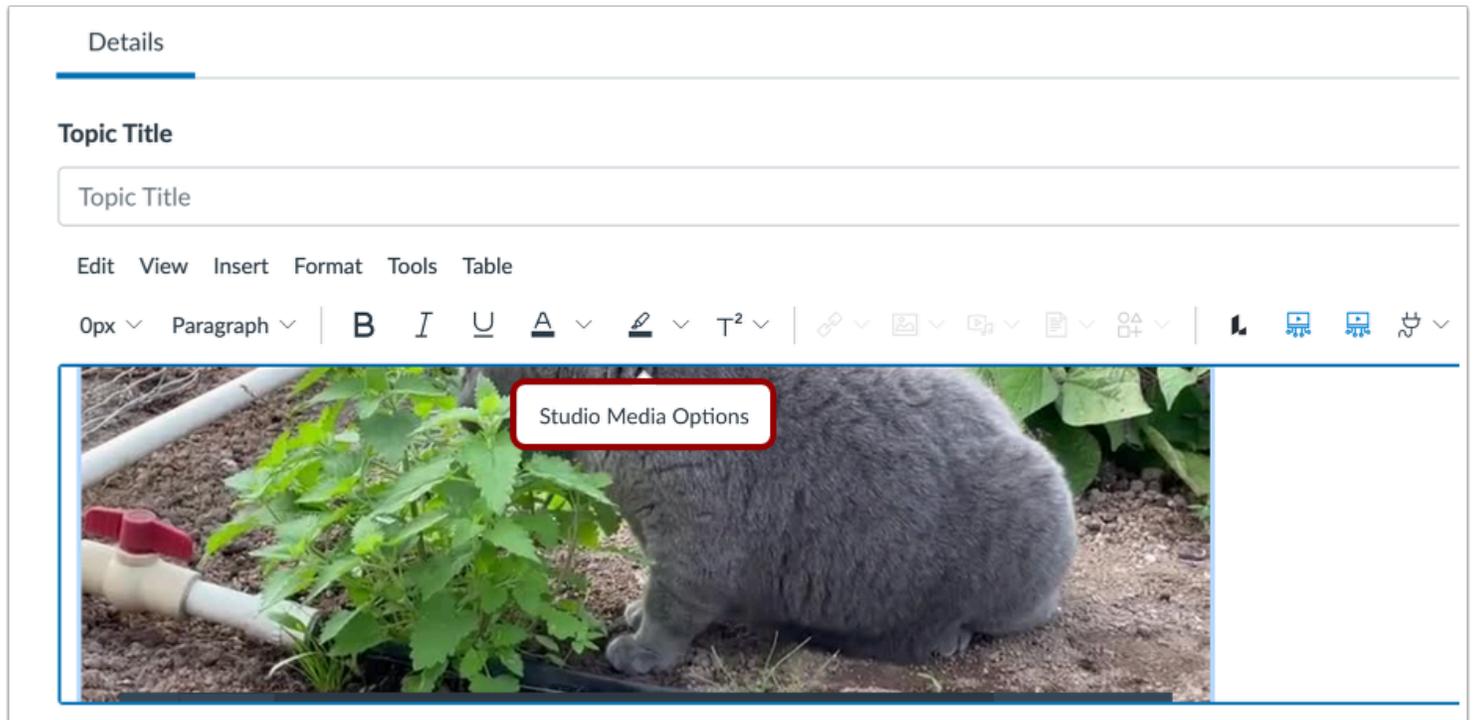
Basic
x Display Media Tabs 1

Start embedded media at
00:00:00.00 Set current (0:00) Reset

Cancel Embed Media 2

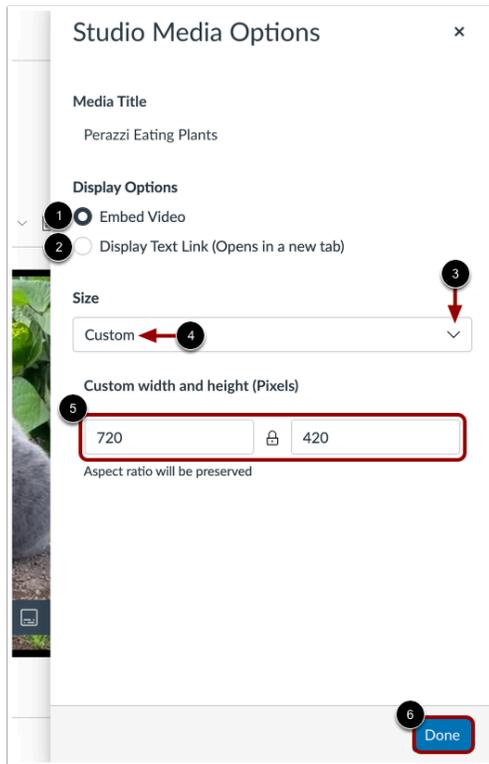
To resize media, media tabs must be disabled. To disable media tabs, click the **Display media tabs** toggle off [1]. Then, click the **Embed** button [2].

Open Studio Media Options



The screenshot displays the Canvas Studio interface. At the top, there is a 'Details' tab. Below it is a 'Topic Title' field containing the text 'Topic Title'. A menu bar includes 'Edit', 'View', 'Insert', 'Format', 'Tools', and 'Table'. A rich text editor toolbar is visible with options for font size (0px), paragraph style, bold (B), italic (I), underline (U), text color (A), background color, text alignment (T²), link, image, video, document, list, and other icons. The main content area shows a video player with a video of a grey piglet sitting in a garden. A red-bordered pop-up box labeled 'Studio Media Options' is overlaid on the video.

Click in the video window to display the Studio Media Options pop-up. Then, click the **Studio Media Options** link.



The Studio Media Options tray displays information about the media, including the media title, and display and sizing options.

You can customize how the embedded media displays. To embed the video directly in the rich content editor, click the **Embed Video** radio button [1]. To display a text link to open the media in a new tab, click the **Display Text Link (Opens in a new tab)** radio button [2].

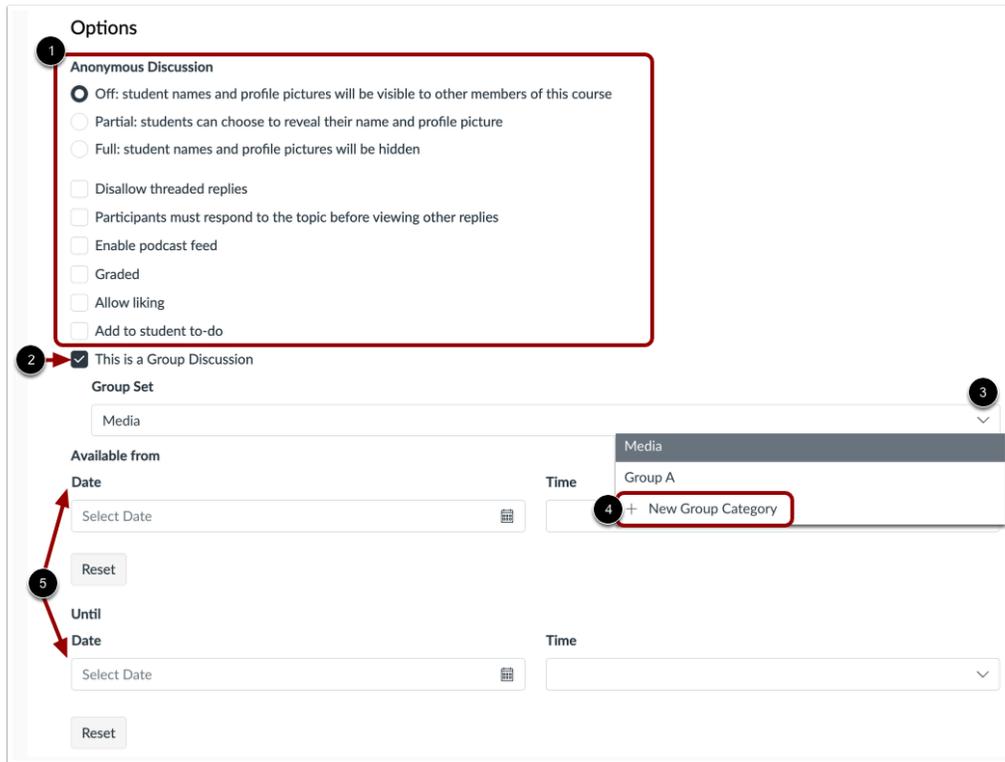
To select a pre-set size from a list, click the **Size** drop-down menu [3]. Pre-set size options include medium, large, and extra large.

To enter a custom size, select the **Custom** option [4]. Enter a custom width or height in pixels in the size fields [5]. As you enter a size, the other field will automatically update to preserve the aspect ratio.

To save the selected options, click the **Done** button [6].

Note: The media title cannot be edited from the Studio Media Options tray. To edit the media title, [view the media details](#).

Select Discussion Options



The screenshot shows the 'Options' section for a discussion. It includes the following elements:

- 1**: A red box highlights the 'Anonymous Discussion' section, which contains three radio buttons: 'Off' (selected), 'Partial', and 'Full'. Below these are several checkboxes: 'Disallow threaded replies', 'Participants must respond to the topic before viewing other replies', 'Enable podcast feed', 'Graded', 'Allow liking', and 'Add to student to-do'.
- 2**: A checkbox labeled 'This is a Group Discussion' is checked.
- 3**: A 'Group Set' dropdown menu is open, showing 'Media' and 'Group A' as options.
- 4**: A link labeled '+ New Group Category' is highlighted in the dropdown menu.
- 5**: A red arrow points to the 'Available from' section, which includes 'Date' and 'Time' fields, a 'Reset' button, and an 'Until' section with similar fields and a 'Reset' button.

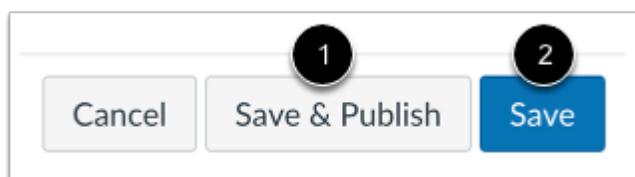
To select options for an anonymous discussion, in the Anonymous Discussion section, click the appropriate radio buttons and checkboxes [1].

To allow group discussions, click the **This is a Group Discussion** checkbox [2].

To select an existing group set, click the **Group Set** drop-down menu [3]. To create a new group category, click the **New Group Category** link [4].

To set availability dates for the media, use the **Date** and **Time** fields [5].

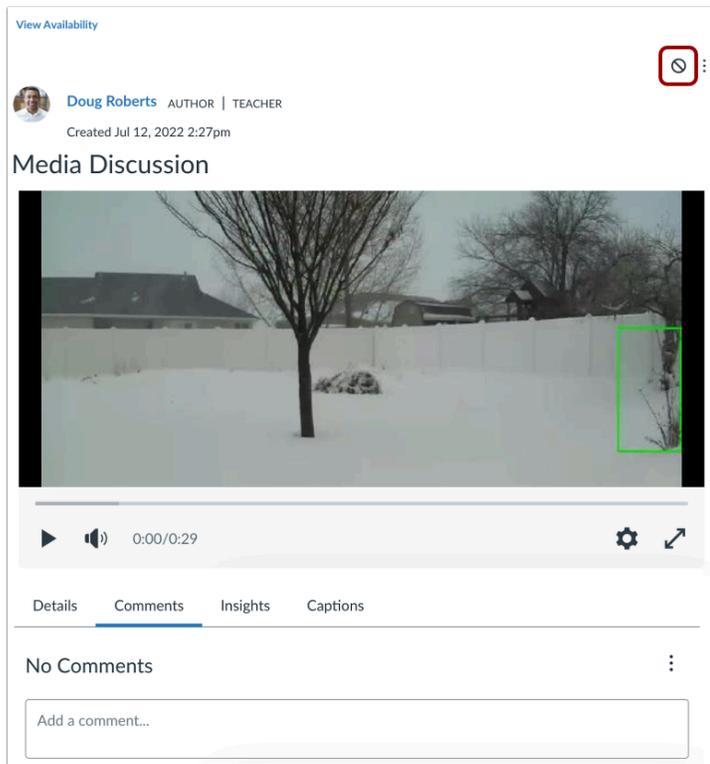
Save and Publish



The screenshot shows three buttons in a row: 'Cancel', 'Save & Publish', and 'Save'. The 'Save & Publish' button is highlighted with a callout '1', and the 'Save' button is highlighted with a callout '2'.

If you are ready to publish your discussion, click the **Save & Publish** button [1]. If you want to create a draft of your discussion and publish it later, click the **Save** button [2].

Publish Draft



The screenshot shows a Canvas Media Discussion interface. At the top left, there is a "View Availability" link. Below it is the author's profile: "Doug Roberts" with roles "AUTHOR" and "TEACHER", and a creation timestamp "Created Jul 12, 2022 2:27pm". A red box highlights a settings icon in the top right corner. The main content is a video player titled "Media Discussion" showing a winter scene with a tree and a fence. A green box highlights a small icon in the bottom right corner of the video player. Below the video player is a control bar with play, volume, and progress indicators (0:00/0:29), along with settings and share icons. Underneath are tabs for "Details", "Comments", "Insights", and "Captions". The "Comments" tab is active, showing "No Comments" and a text input field with the placeholder "Add a comment...". A vertical ellipsis menu icon is located to the right of the "No Comments" text.

To publish a saved draft, click the **Publish** button.

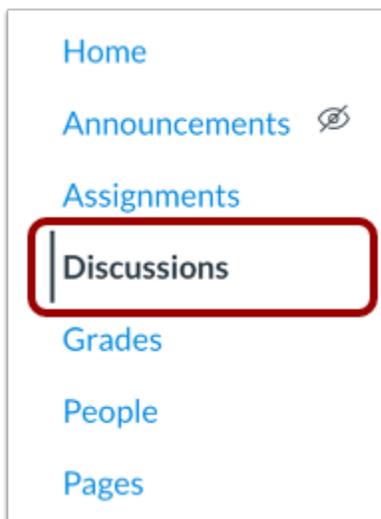
How do I embed Canvas Studio media in a Canvas discussion as an instructor using a Chrome or Edge browser?

You can embed a Canvas Studio video or audio file in the discussion details in Canvas.

Notes:

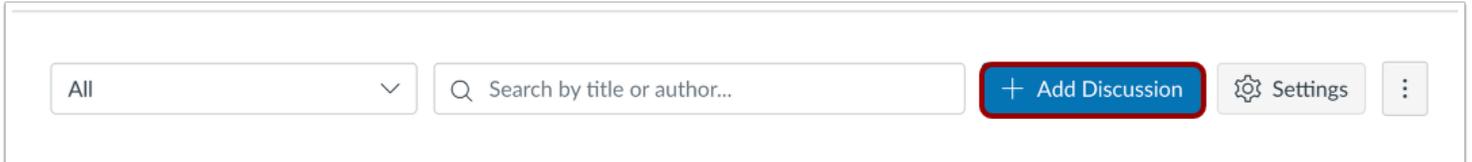
- Discussions created directly in a group do not include the embed options for Studio media and do not track viewership data. To view the embed options and viewership data when creating a discussion for a course group, the discussion must be created on the course level and then set as a group discussion.
- Once you save or publish the discussion, a copy of the embedded media is saved in Course Collections.
- Learn more about creating [a course discussion](#) or [a group discussion](#).
- This lesson describes the process for embedding media using a Chrome or Edge browser only. Learn more about [embedding media in a discussion using a Safari or Firefox browser](#).

Open Discussions



In the Course Navigation, click the **Discussions** link.

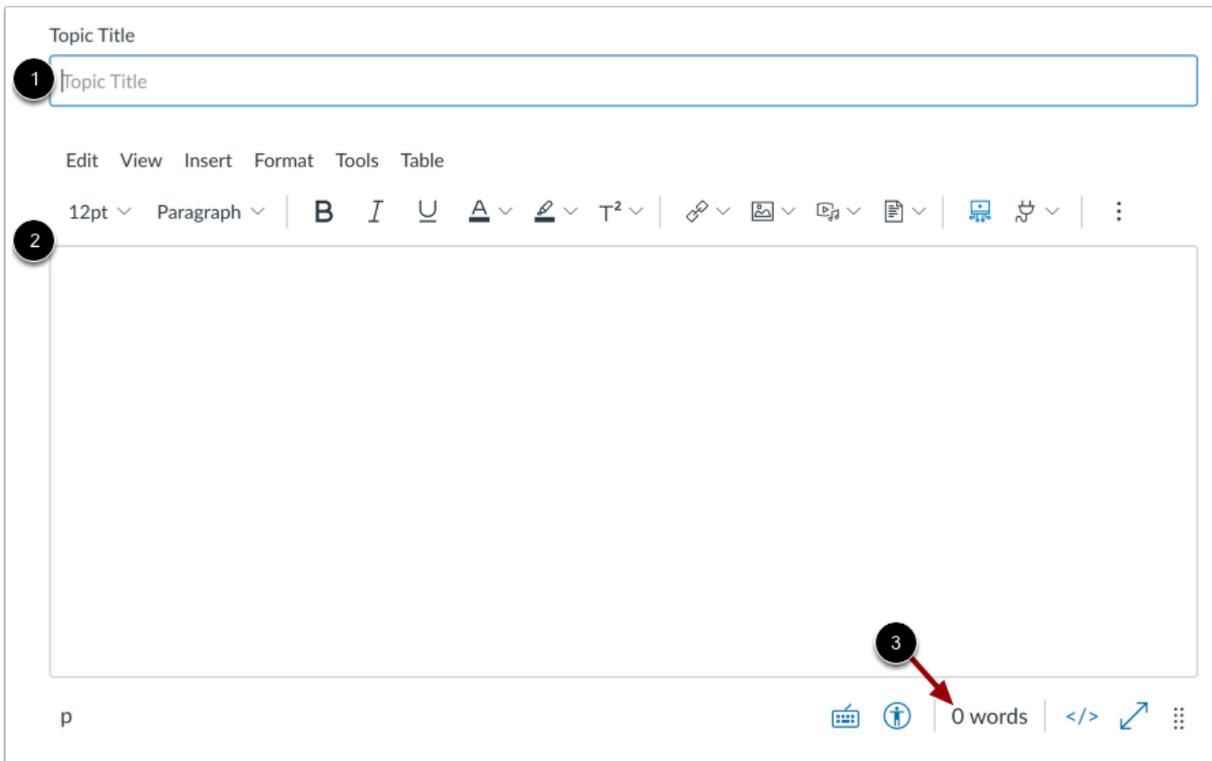
Add Discussion



A screenshot of the 'Add Discussion' interface. It features a dropdown menu on the left with 'All' selected. In the center is a search bar with the placeholder text 'Search by title or author...'. To the right of the search bar is a blue button with a white plus sign and the text '+ Add Discussion'. Further right are two buttons: 'Settings' with a gear icon and a vertical ellipsis menu icon.

Click the **Add Discussion** button.

Create Discussion

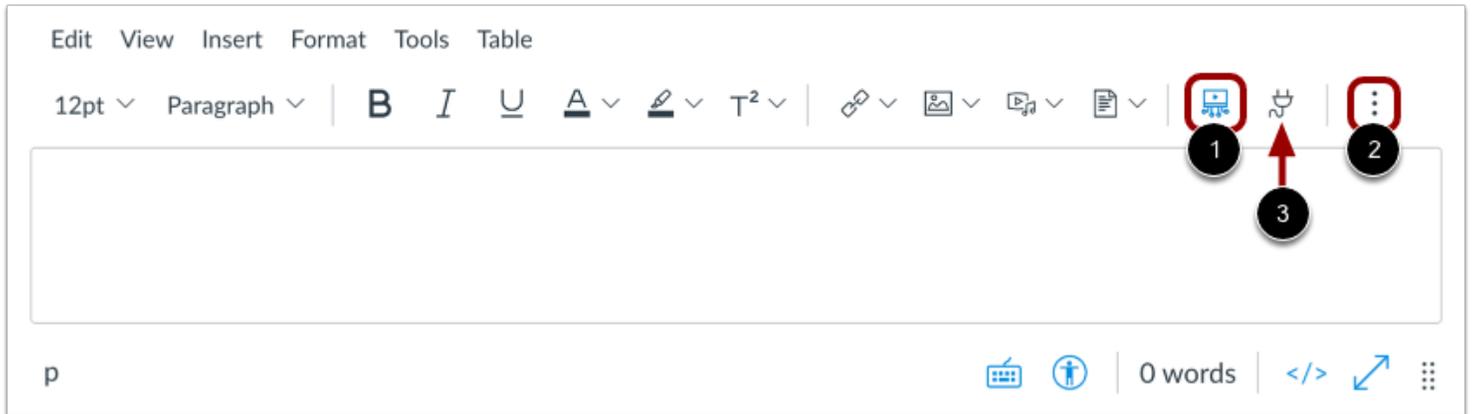


A screenshot of the 'Create Discussion' interface. At the top is a text input field labeled 'Topic Title' containing the placeholder text 'Topic Title', with a circled '1' next to it. Below this is a rich text editor toolbar with options for 'Edit', 'View', 'Insert', 'Format', 'Tools', and 'Table'. The toolbar includes icons for font size (12pt), paragraph style (Paragraph), bold (B), italic (I), underline (U), text color (A), background color, superscript (T²), link, unlink, insert image, insert video, insert document, insert table, and a vertical ellipsis menu. Below the toolbar is a large text area for the discussion content, with a circled '2' next to its top-left corner. At the bottom right of the text area, there is a word count display showing '0 words' and a circled '3' with a red arrow pointing to it. Other icons at the bottom include a paragraph icon (p), a link icon, a code icon (</>), and a refresh icon.

Add a title for your discussion in the **Topic Title** field [1].

To add discussion text content, use the Rich Content Editor [2]. The Rich Content Editor includes a word count display below the bottom right corner of the text box [3].

Open Studio in Rich Content Editor

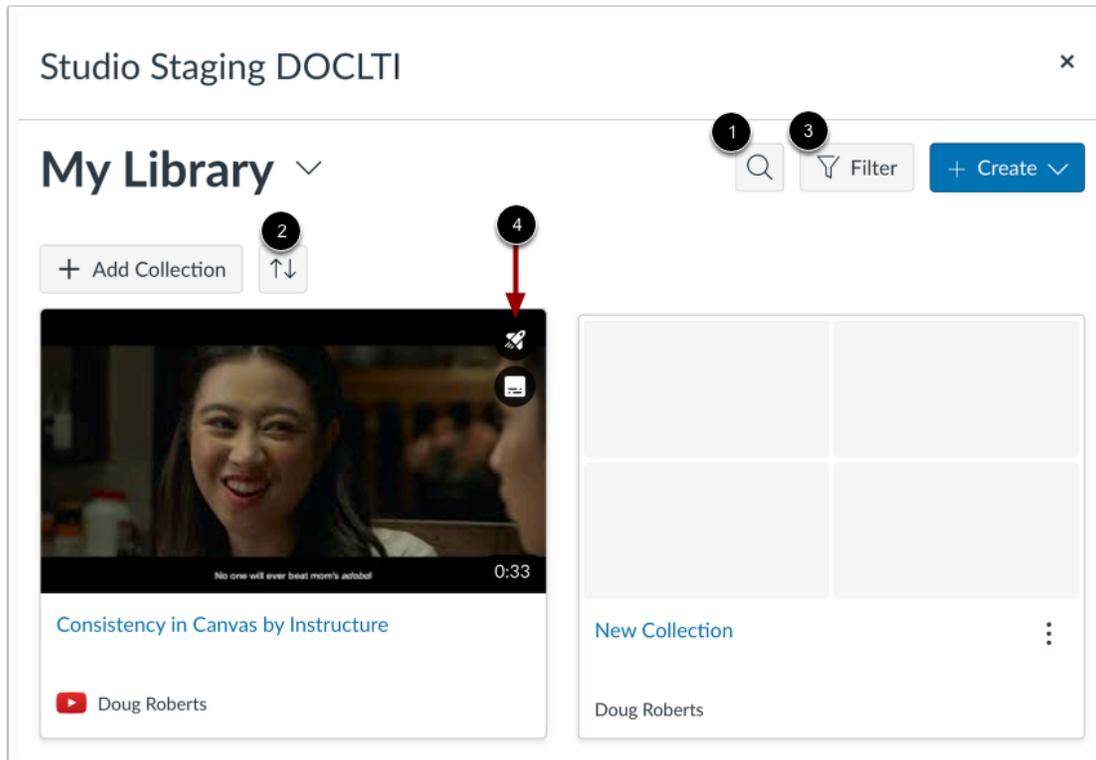


In the Rich Content Editor, click the **Studio** icon [1].

If the Studio icon does not display in the toolbar, click the **Options** icon [2].

Note: You can also access the Studio tool from the **App** icon [3].

Locate Media



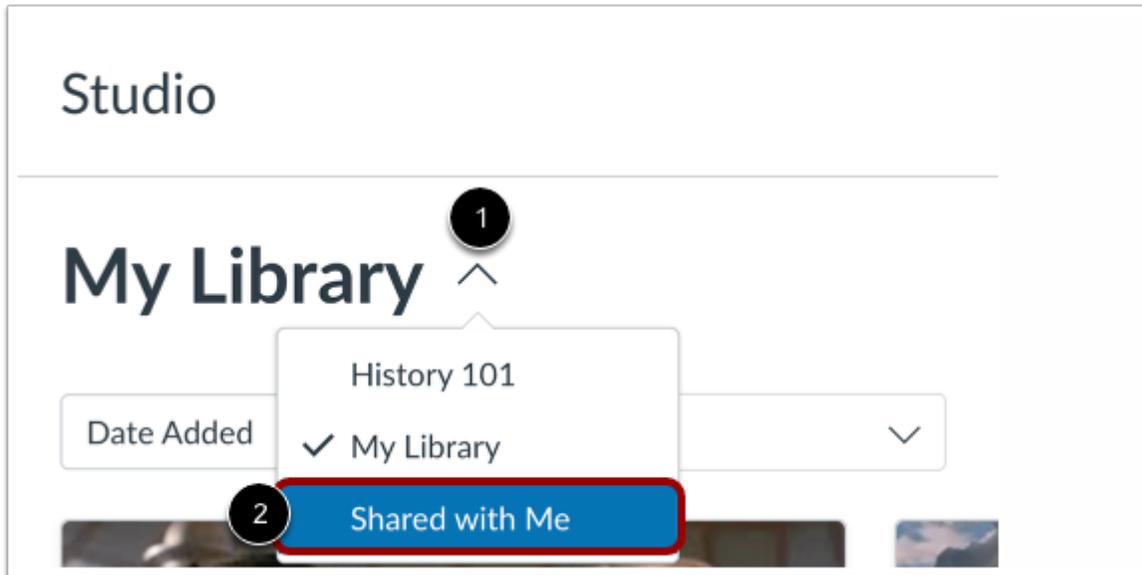
To search for a video or audio file, click the **Search** icon [1].

To sort by date or name, select the **Order** drop-down menu [2].

To filter by media type or caption availability, click the **Filter** button [3].

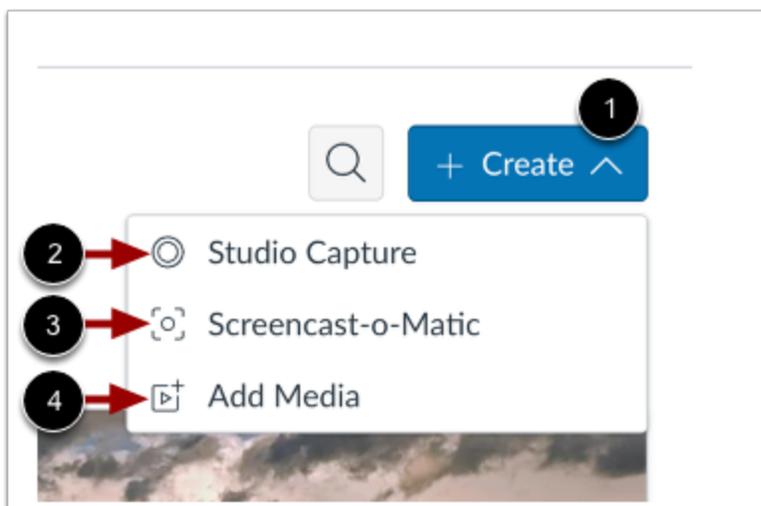
Note: Media that includes a video quiz displays the Quiz icon [4].

Locate Shared Media



To embed media shared by another user, click the **My Library** drop-down menu [1]. Then, select the **Shared with Me** link [2].

Upload New Media



To upload new media, click the **Create** icon [1].

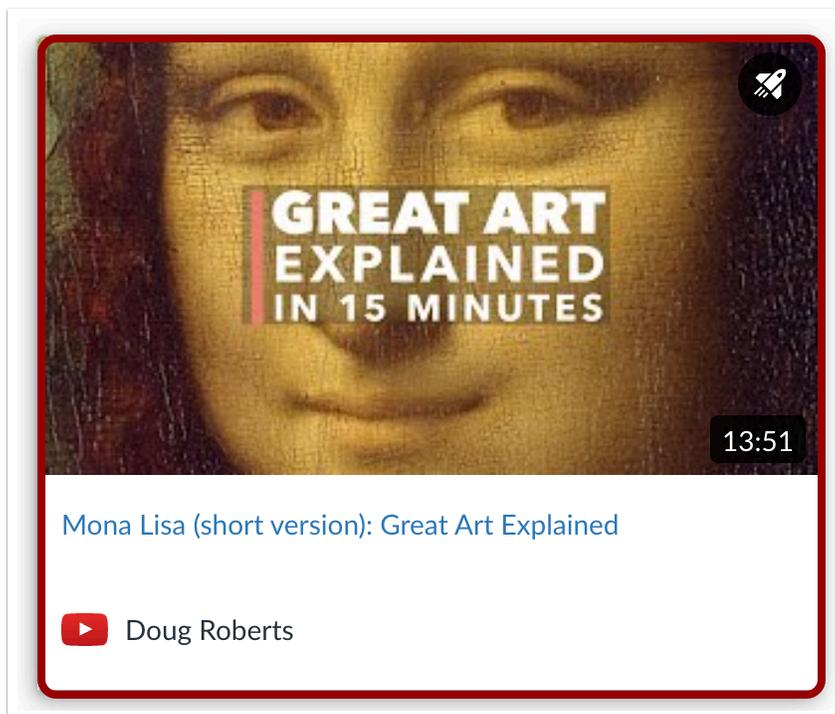
To record a [webcam recording](#) or [screen capture](#) using the Studio Screen Capture option click the **Studio Capture** link [2].

Alternatively, to use Screencast-o-matic to record a screen capture, click the **Screencast-o-Matic** link [3].

To add a media file from an external link or a file on your computer, click the **Add Media** option [4].

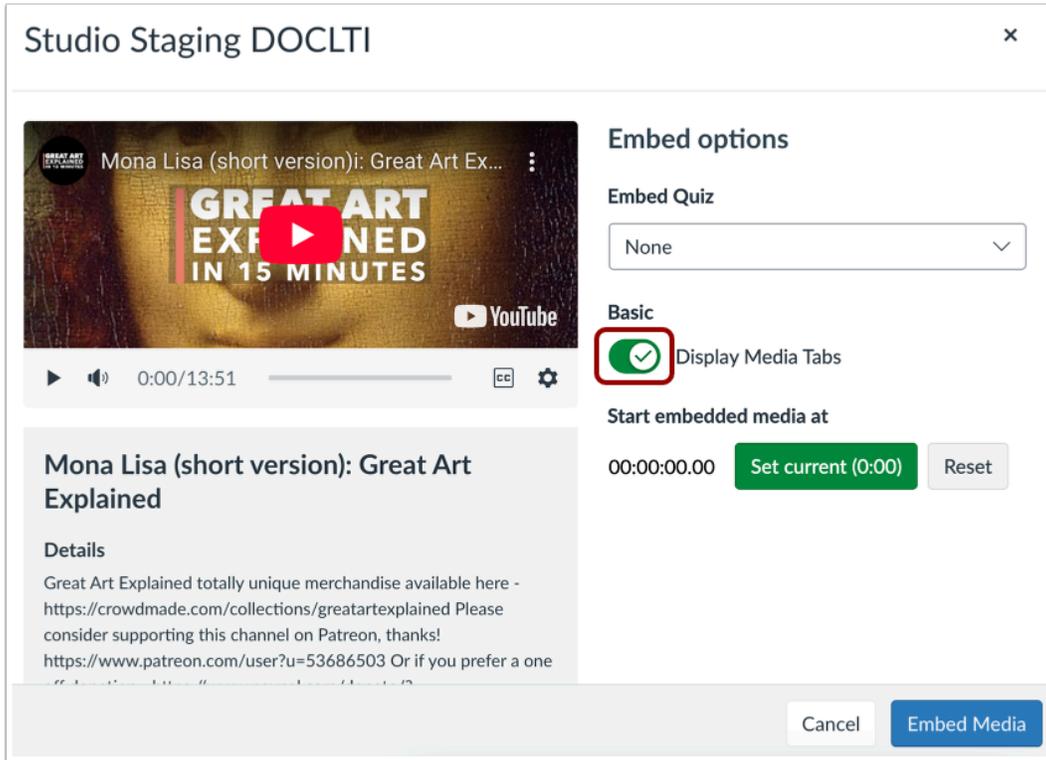
Note: Only users with Chrome or Edge browsers can embed screen captures and webcam videos using the Canvas Studio Capture feature. [Safari or Firefox browser](#) users can upload and embed video in a Canvas discussion.

Select Media



Locate the media and then click the media thumbnail.

Display or Hide Media Tabs



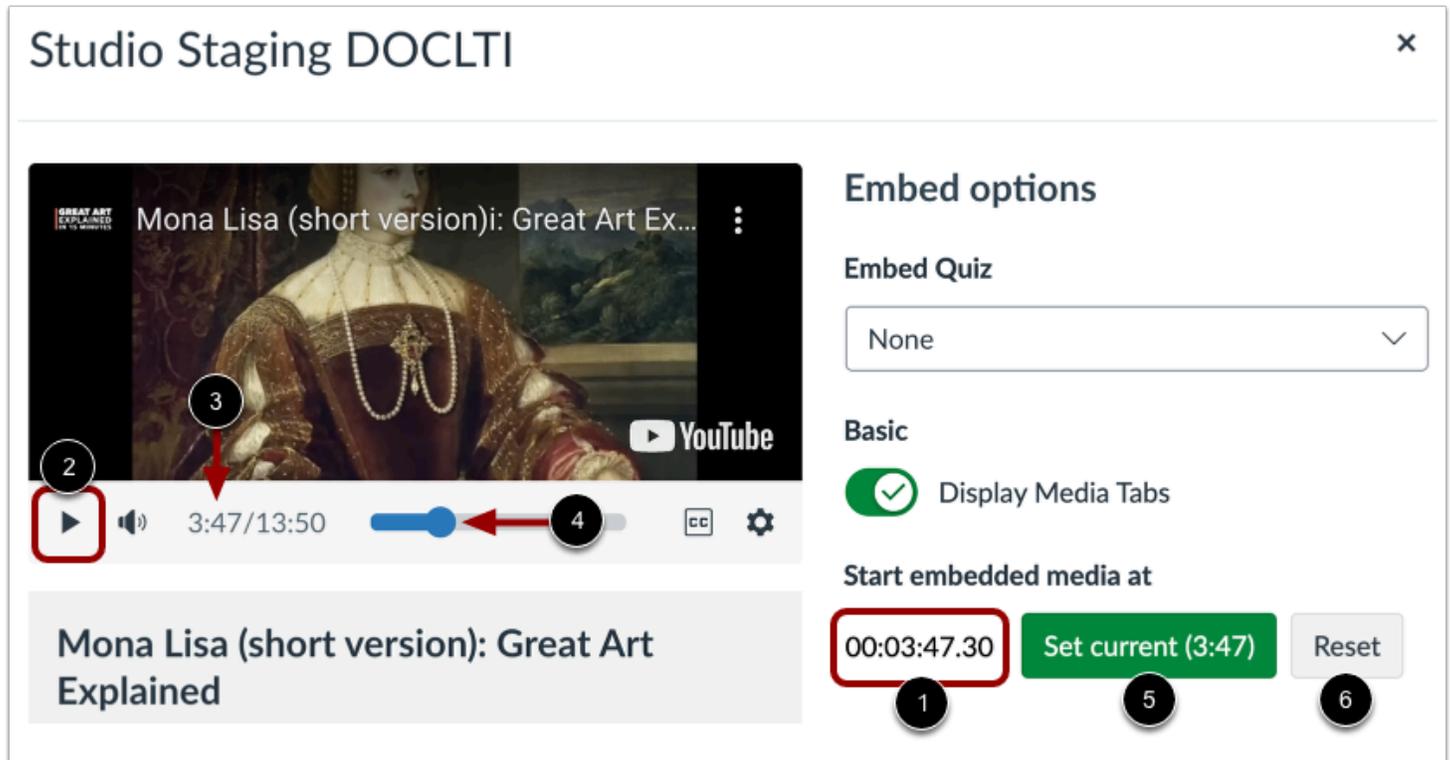
The screenshot shows the 'Studio Staging DOCLTI' window. On the left is a video player for 'Mona Lisa (short version): Great Art Explained' with a play button and a progress bar. Below the video is a 'Details' section with text and links. On the right, the 'Embed options' panel is visible. Under the 'Basic' section, the 'Display Media Tabs' toggle is checked and highlighted with a red box. Other options include 'Embed Quiz' (set to 'None') and 'Start embedded media at' (set to '00:00:00.00'). At the bottom right are 'Cancel' and 'Embed Media' buttons.

You can display Media Tabs in the embedded media file. The Media Tabs can include the Details, Comments, Insights, and Captions tabs.

To display or hide the Media Tabs in the embedded media file, click the **Display Media Tabs** toggle on or off.

Note: By default, this option may be on or off. Admins control whether it is on or off by default through [Studio Settings](#).

Set Start Time for Media



The screenshot shows the 'Studio Staging DOCLTI' interface. On the left is a video player for 'Mona Lisa (short version): Great Art Explained'. The video player has a play button (2), a timestamp of 3:47/13:50 (3), and a time stamp indicator (4). Below the video player is the title 'Mona Lisa (short version): Great Art Explained'. On the right is the 'Embed options' panel. Under 'Embed Quiz', there is a dropdown menu set to 'None'. Under 'Basic', the 'Display Media Tabs' option is checked. Under 'Start embedded media at', there is a text input field (1) containing '00:03:47.30', a green 'Set current (3:47)' button (5), and a grey 'Reset' button (6).

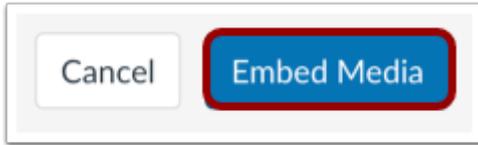
When embedding media from YouTube or Vimeo, you can use timestamp-based embedding. To select the timestamp where the beginning of pertinent content is highlighted on playback, enter it in the **Start embedded media at** field [1].

Alternatively, you can locate a start time in the media player. To begin playback, click the **Start** button [2]. The timestamp displays [3]. To navigate through the media, click and drag the time stamp indicator [4]. Then, click the **Set Current** button [5].

To reset and set a new start time, click the **Reset** button [6].

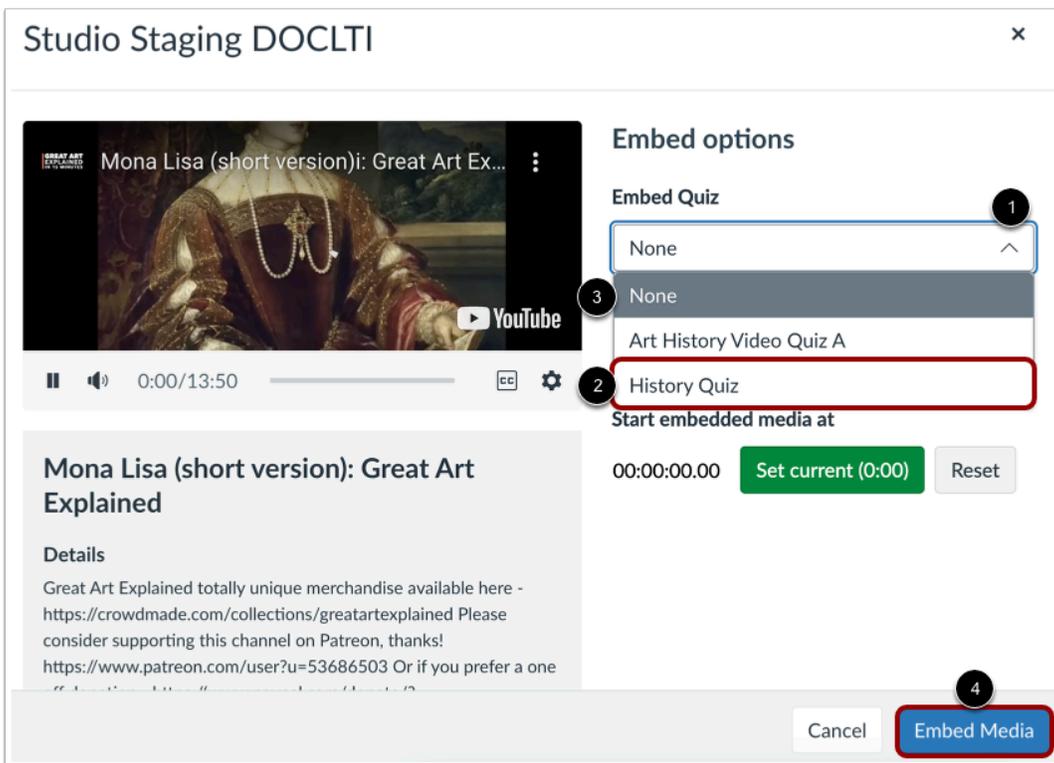
Note: Discussions created directly in a group do not include the embed options for Studio media and do not track viewership data. To view the embed options and viewership data when creating a discussion for a course group, the discussion must be created on the course level and then set as a group discussion.

Embed Media



To embed the media in the discussion, click the **Embed Media** button.

Embed Quiz

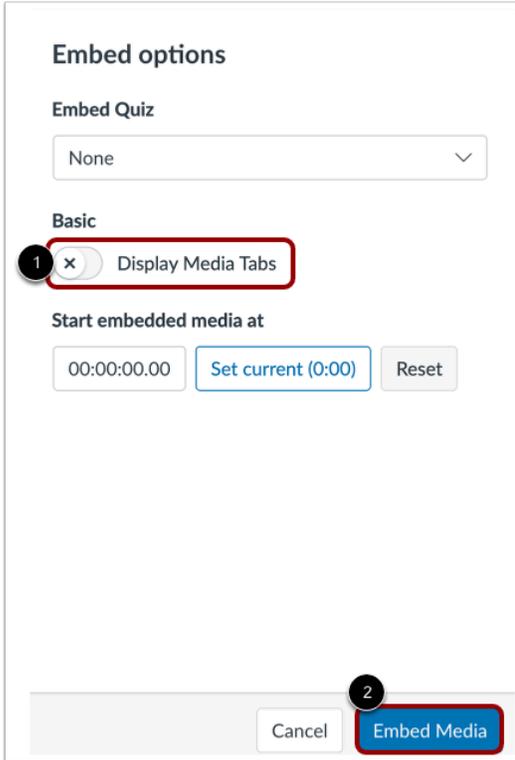
A screenshot of the "Embed options" dialog for a video titled "Mona Lisa (short version): Great Art Ex...". The dialog shows a video player on the left and a settings panel on the right. The settings panel includes an "Embed Quiz" dropdown menu (1) with "None" selected. A red box highlights the "History Quiz" option in the dropdown (2). Below the dropdown is a "Start embedded media at" section with a time input field set to "00:00:00.00", a green "Set current (0:00)" button, and a grey "Reset" button. At the bottom right of the dialog is a blue "Embed Media" button (4) and a white "Cancel" button. A red box also highlights the "Embed Media" button in the top-level dialog shown in the previous image.

If the selected media includes a quiz the Embed Quiz drop-down displays [1]. To embed the quiz, click the quiz name link [2].

To embed the media without the quiz, click the **None** option [3].

Then, click the **Embed Media** button [4].

Resize Embedded Media



Embed options

Embed Quiz

None

Basic

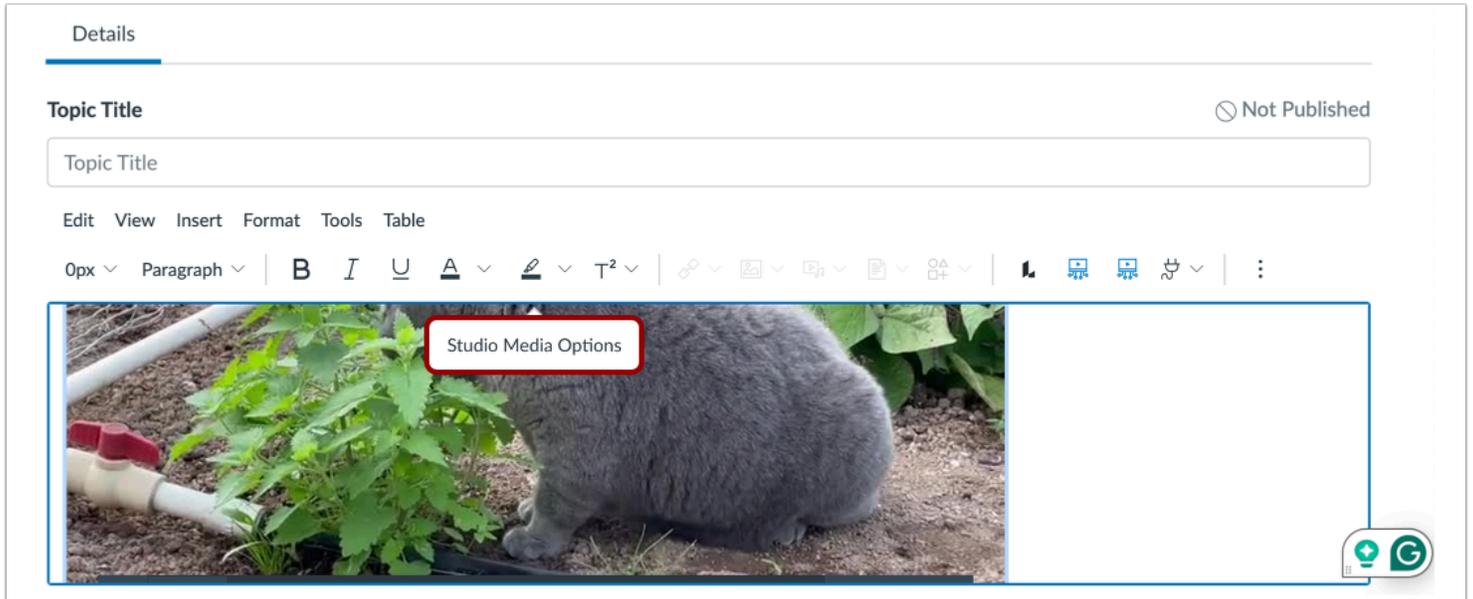
1 Display Media Tabs

Start embedded media at

00:00:00.00

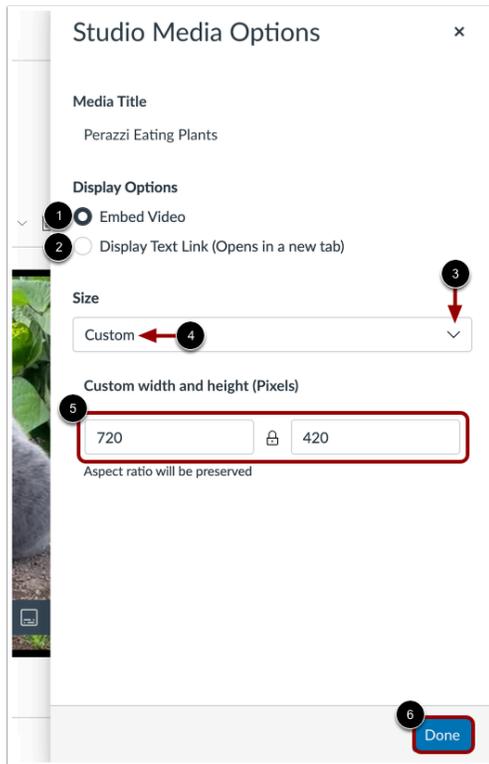
To resize media, media tabs must be disabled. To disable media tabs, click the **Display media tabs** toggle off [1]. Then, click the **Embed** button [2].

Open Studio Media Options



The screenshot displays the Canvas Studio editor interface. At the top, the 'Details' tab is selected. Below it, the 'Topic Title' field is visible, with a 'Not Published' status indicator on the right. A text input field contains the placeholder 'Topic Title'. Below the input field, there are menu options: 'Edit', 'View', 'Insert', 'Format', 'Tools', and 'Table'. A rich text editor toolbar is shown with various icons for text formatting (bold, italic, underline, text color, background color, font size), alignment, and other editing functions. The main content area features a video player showing a grey piglet sitting in a garden. A red-bordered pop-up window titled 'Studio Media Options' is overlaid on the video. In the bottom right corner of the video player, there are icons for a lightbulb and a green 'G' logo.

Click in the video window to display the Studio Media Options pop-up. Then, click the **Studio Media Options** link.



The Studio Media Options tray displays information about the media, including the media title, and display and sizing options.

You can customize how the embedded media displays. To embed the video directly in the rich content editor, click the **Embed Video** radio button [1]. To display a text link to open the media in a new tab, click the **Display Text Link (Opens in a new tab)** radio button [2].

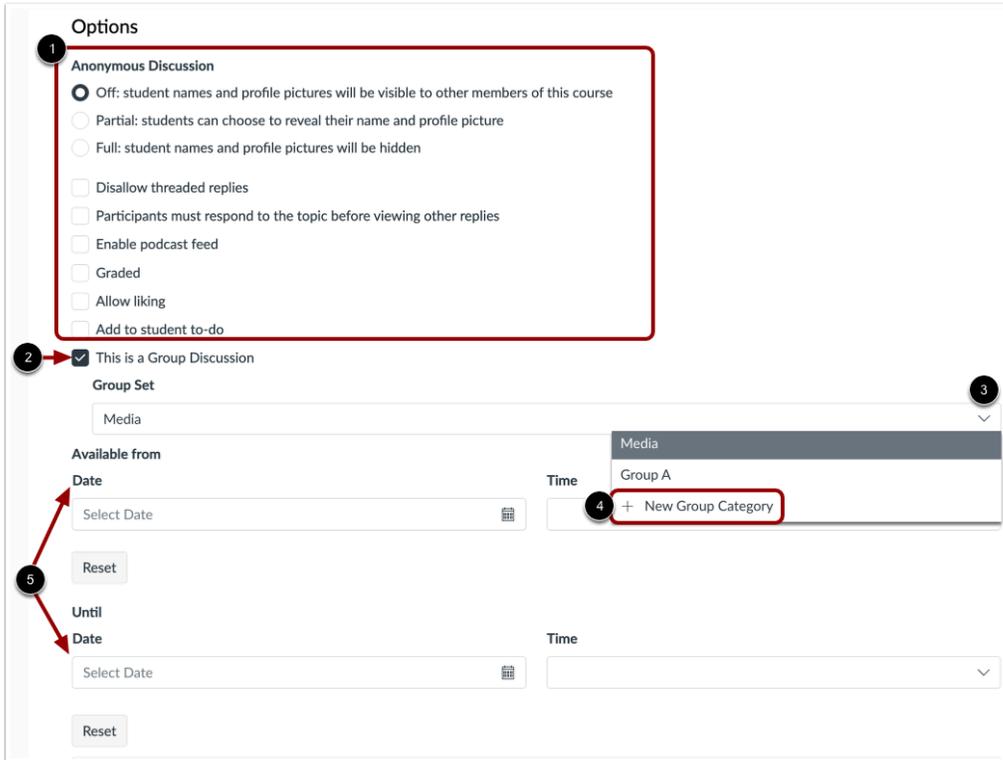
To select a pre-set size from a list, click the **Size** drop-down menu [3]. Pre-set size options include medium, large, and extra large.

To enter a custom size, select the **Custom** option [4]. Enter a custom width or height in pixels in the size fields [5]. As you enter a size, the other field will automatically update to preserve the aspect ratio.

To save the selected options, click the **Done** button [6].

Note: The media title cannot be edited from the Studio Media Options tray. To edit the media title, [view the media details](#).

Select Discussion Options



The screenshot shows the 'Options' section of a Canvas discussion. It includes the following elements:

- 1**: A red box highlights the 'Anonymous Discussion' section, which contains radio buttons for 'Off', 'Partial', and 'Full', and checkboxes for 'Disallow threaded replies', 'Participants must respond to the topic before viewing other replies', 'Enable podcast feed', 'Graded', 'Allow liking', and 'Add to student to-do'.
- 2**: A checkbox labeled 'This is a Group Discussion' is checked.
- 3**: A 'Group Set' dropdown menu is open, showing 'Media' and 'Group A'.
- 4**: A link labeled '+ New Group Category' is highlighted in the dropdown menu.
- 5**: A red arrow points to the 'Available from' section, which includes 'Date' and 'Time' fields, a 'Reset' button, and an 'Until' section with 'Date' and 'Time' fields and another 'Reset' button.

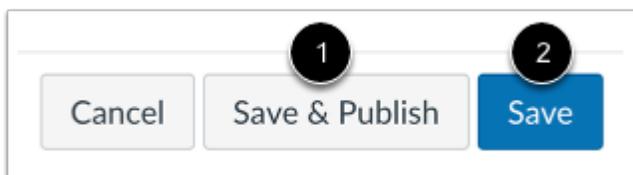
To select options for an anonymous discussion, in the Anonymous Discussion section, click the appropriate radio buttons and checkboxes [1].

To allow group discussions, click the **This is a Group Discussion** checkbox [2].

To select an existing group set, click the **Group Set** drop-down menu [3]. To create a new group category, click the **New Group Category** link [4].

To set availability dates for the media, use the **Date** and **Time** fields [5].

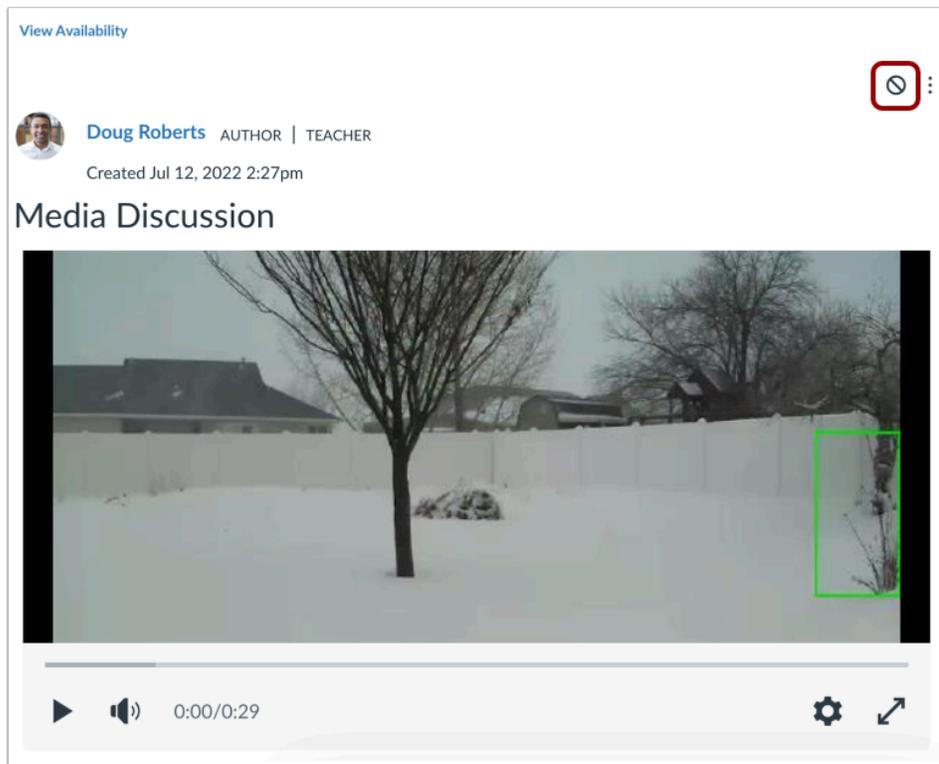
Save and Publish



The screenshot shows three buttons: 'Cancel', 'Save & Publish', and 'Save'. The 'Save & Publish' button is highlighted with a callout '1', and the 'Save' button is highlighted with a callout '2'.

If you are ready to publish your discussion, click the **Save & Publish** button [1]. If you want to create a draft of your discussion and publish it later, click the **Save** button [2].

Publish Draft



The screenshot shows a discussion post interface. At the top left, there is a link for "View Availability". Below that is the author's profile: "Doug Roberts" with the roles "AUTHOR | TEACHER" and a creation timestamp "Created Jul 12, 2022 2:27pm". The title of the discussion is "Media Discussion". The main content is a video player showing a winter scene with a snow-covered yard, a white fence, and bare trees. A green rectangular box highlights a specific area on the right side of the video frame. The video player controls at the bottom show a play button, a volume icon, a progress bar at "0:00/0:29", a settings gear icon, and a share icon. A red square with a white circle and a slash is overlaid on the top right corner of the video player area.

To publish a saved draft, click the **Publish** button.

Students and Studio

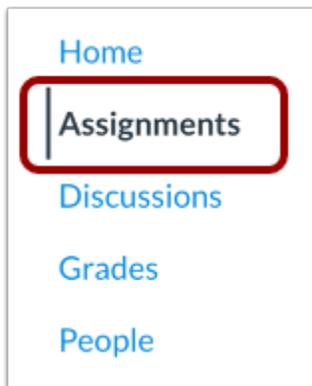
How do I submit Canvas Studio media as a File Upload assignment in Canvas as a student?

You can submit a Canvas Studio video or audio file as a File Upload assignment in Canvas.

Before you upload a video or audio file as Studio media, confirm the title and description of your video or audio file. You will not be able to edit the title or description after the media is uploaded.

Note: You can submit Studio media assignments via the web or the Canvas by Instructure [Android](#) or [iOS](#) app.

Open Assignments



In Course Navigation, click the **Assignments** link.

Note: If the Assignments link is not available in your course, you may be able to access the assignment through other Canvas areas such as modules, syllabus, or in your user dashboard.

Open Assignment



Click the name of the assignment.

Start Assignment

Video Assignment Project

Start Assignment

Due Jan 5 by 11:59pm **Points** 0

Submitting a text entry box, a website url, a media recording, or a file upload

Click the **Start Assignment** button.

Open Studio

File Upload Text Entry Studio **Studio**

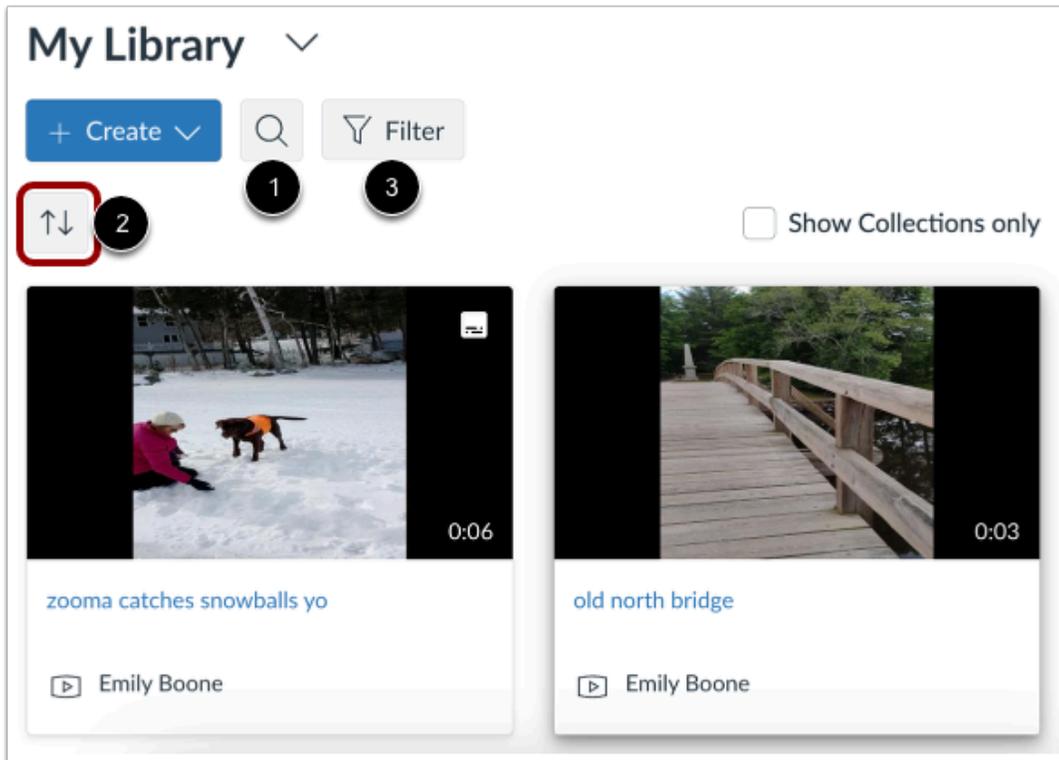
My Library

+ Create Search Filter

Sort Show Collections only

Click the **Studio** tab.

Locate Media



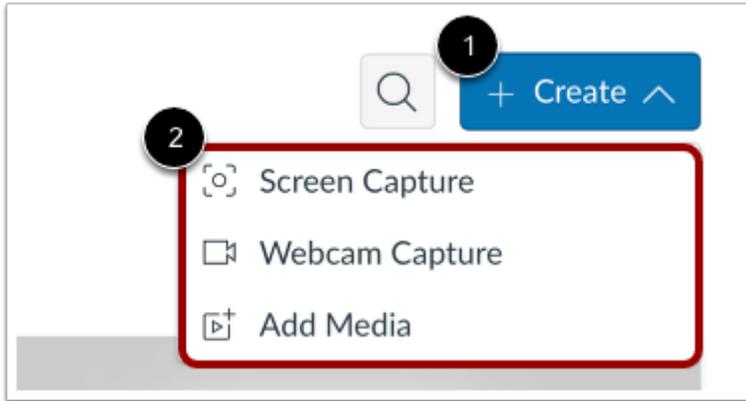
In your Studio account, locate the video or audio file you want to submit.

By default, media is displayed in the order in which it was added to your library.

To search for a video or audio file, click the **Search** icon [1].

To sort and filter media, use the **Sort** [2] and **Filter** [3] drop-down menus.

Upload New Media

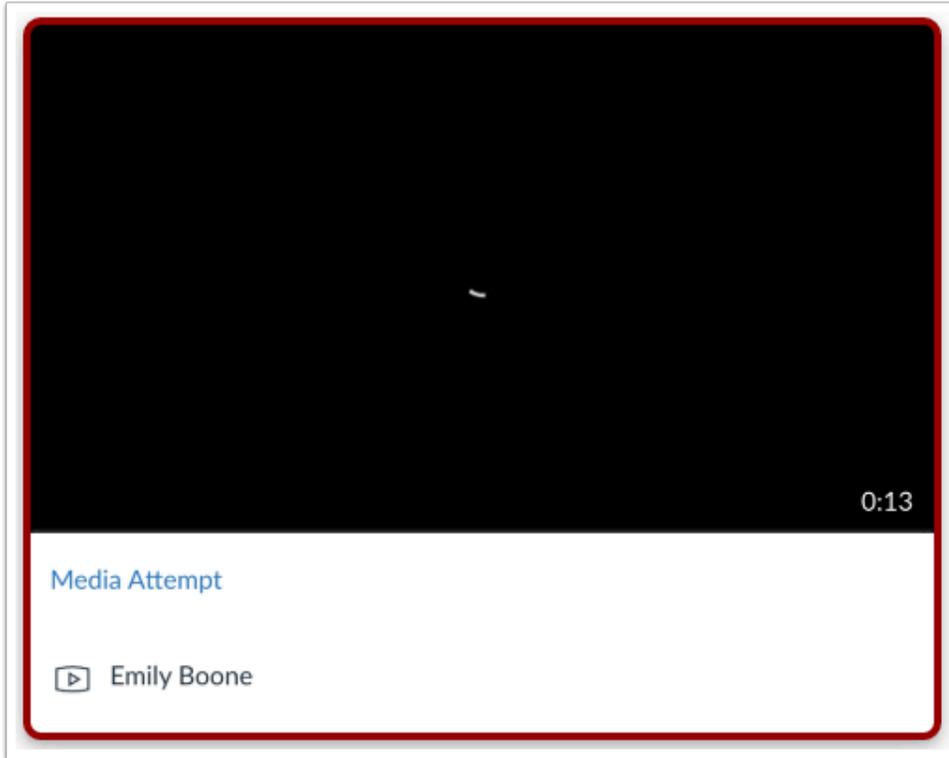


You can also upload new media from a screen capture, your webcam, a file on your computer, or an external link to a file on Vimeo or YouTube. To upload new media, click the **Create** drop-down menu [1]. Then, select one of the upload options [2].

You can also drag and drop media into the window. You can bulk upload multiple media files at a time. The maximum file size for a media upload is 10 GB.

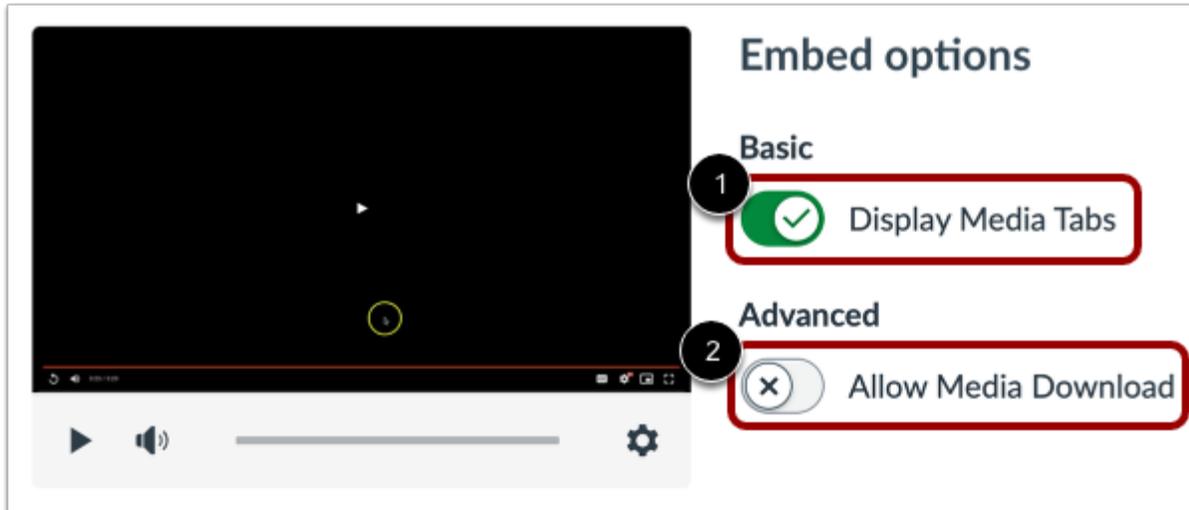
Note: Media upload options may look different depending on the browser you are using.

Select Media



Locate the media and then click the media thumbnail.

Select Embed Options

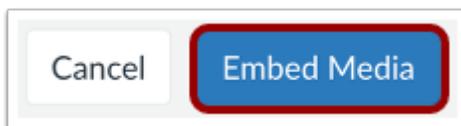


You can display Media Tabs in the embedded media file. The Media Tabs can include the Details, Comments, Insights, and Captions tabs. To hide the Media Tabs in the embedded media file, click the **Display Media Tabs** toggle button [1]. By default, this option is turned on.

To display the download option in the embedded media file, click the **Allow Media Download** toggle on [2]. By default, this option is turned off.

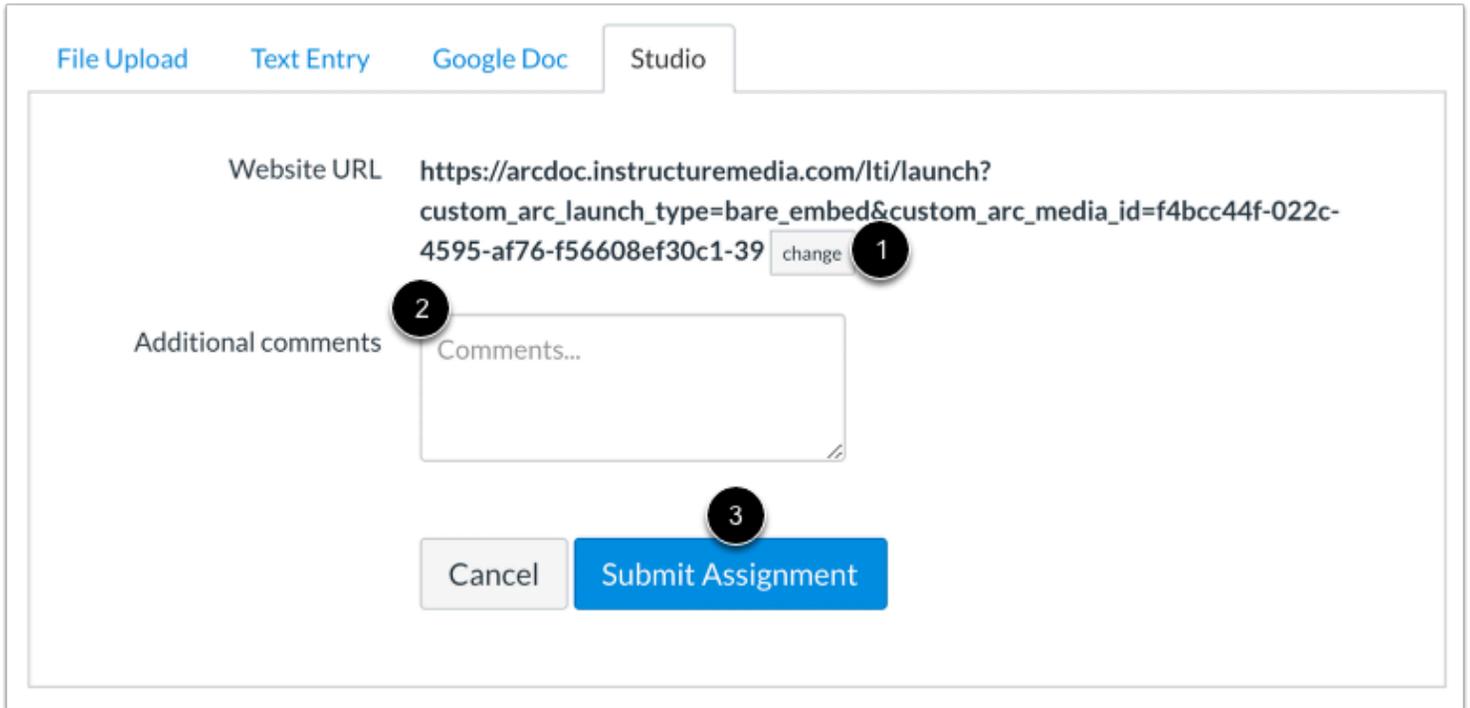
Note: The Display Download Option toggle button only displays if you are the owner who created and uploaded the media file in Studio.

Embed Media



Click the **Embed Media** button.

Submit Assignment

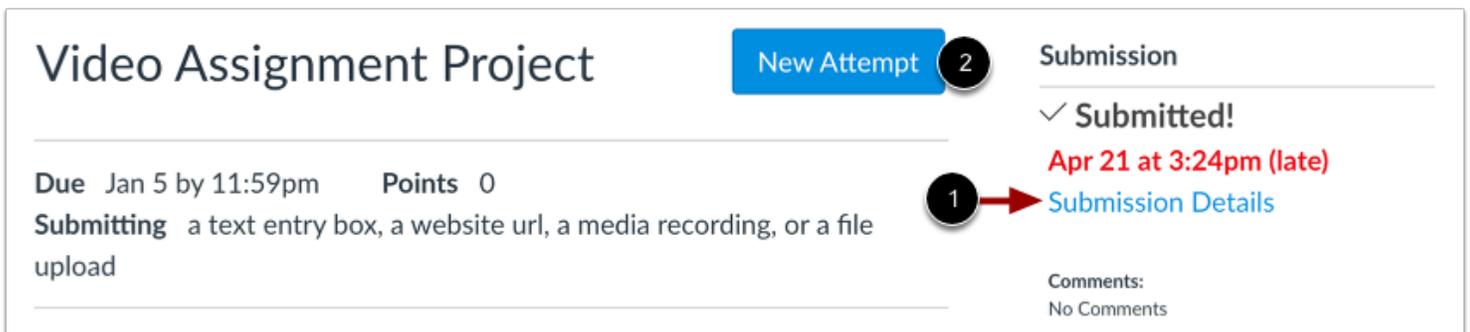


The website URL displays for your selected media. If you want to choose another video or audio file, click the **Change** button [1].

To add any comments as part of your submission, enter them in the **Additional Comments** field [2].

To submit the assignment, click the **Submit Assignment** button [3].

View Submission



View your submission verification.

To view your media submission, click the **Submission Details** link [1].

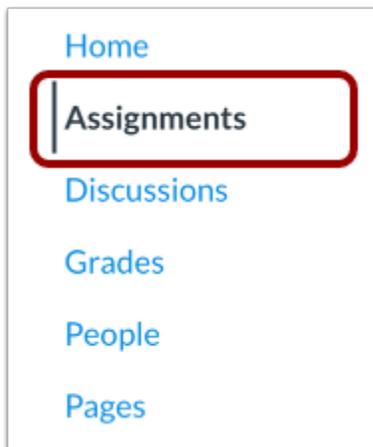
To re-submit your media, click the **New Attempt** button [2].

How do I submit Canvas Studio media as a Text Entry assignment in Canvas as a student?

You can submit a Canvas Studio video or audio file as a Text Entry assignment in Canvas. When media tabs are disabled, embedded Canvas Studio media can be resized in the user interface.

Once you submit a Studio video or audio file as an assignment, the video or audio file is created as a new copy owned by your instructor. You will not be able to edit any details, so please confirm the name of your video or audio file before it is uploaded as Studio media.

Open Assignments



In Course Navigation, click the **Assignments** link.

Note: If the Assignments link is not available in your course, you may be able to access the assignment through other Canvas areas such as modules, syllabus, or in your user dashboard.

Open Assignment



Click the name of the assignment.

Start Assignment

Video Assignment Project

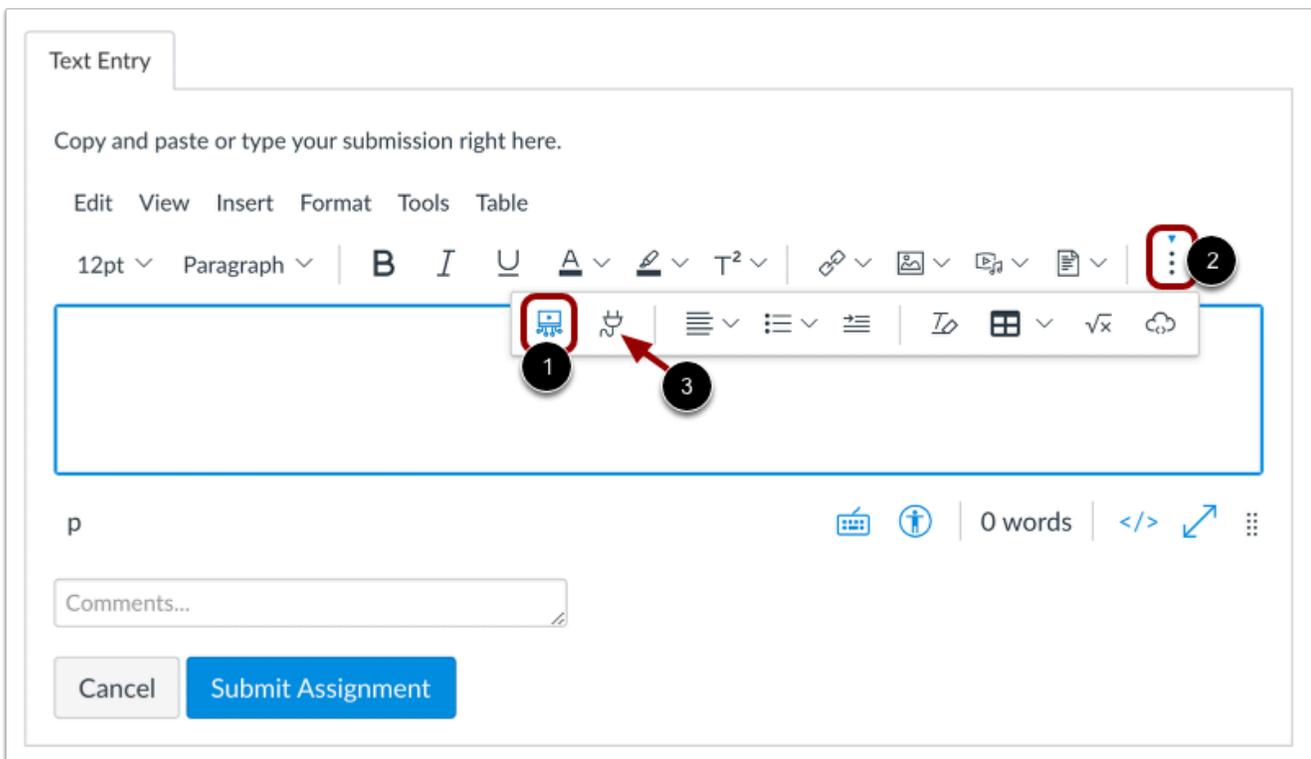
Start Assignment

Due Jan 5 by 11:59pm **Points** 0

Submitting a text entry box, a website url, a media recording, or a file upload

Click the **Start Assignment** button.

Open Studio in Rich Content Editor



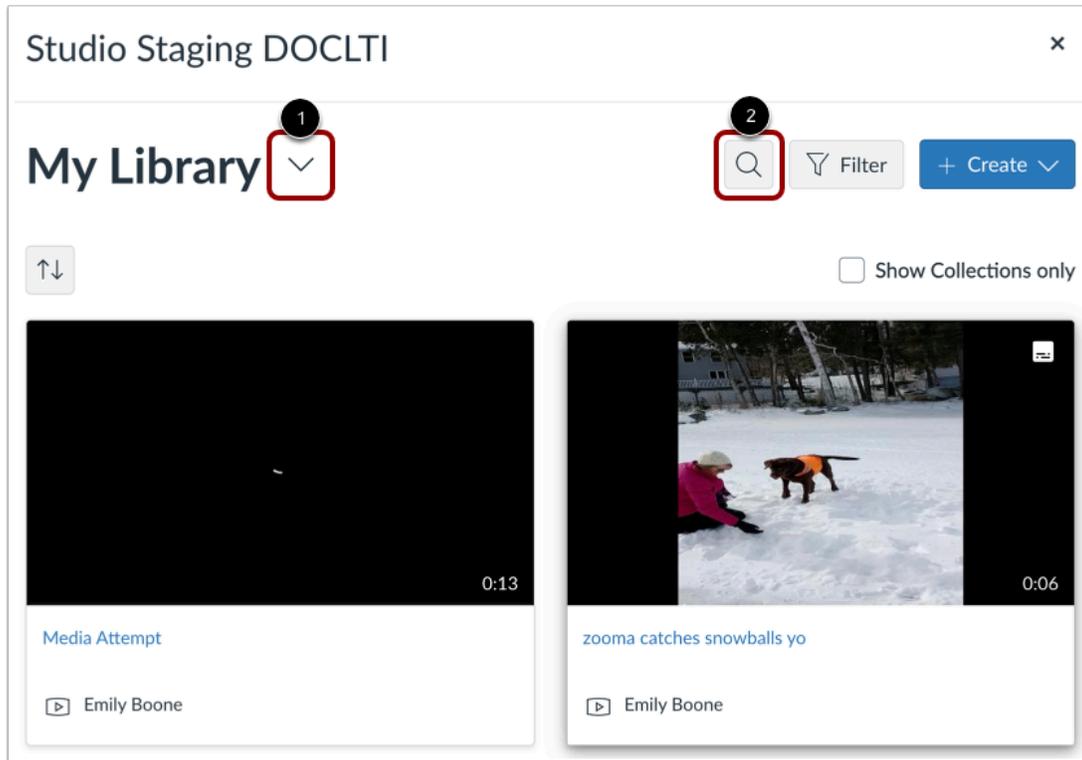
The screenshot shows the Rich Content Editor toolbar. A blue box highlights the toolbar area. Three red circles with numbers 1, 2, and 3 are placed over specific icons: 1 is over the Studio icon (a computer monitor with a play button), 2 is over the Options icon (three vertical dots), and 3 is over the Undo icon (a curved arrow pointing left). The toolbar includes various icons for text formatting, alignment, and insertion. Below the toolbar, there is a text entry field with the placeholder text "Copy and paste or type your submission right here." and a "Text Entry" tab. At the bottom, there are "Cancel" and "Submit Assignment" buttons.

In the Rich Content Editor, click the **Studio** icon [1].

If the Studio icon does not display in the toolbar, click the **Options** icon [2].

Note: You can also access the Studio tool from the **App** icon [3].

Locate Media

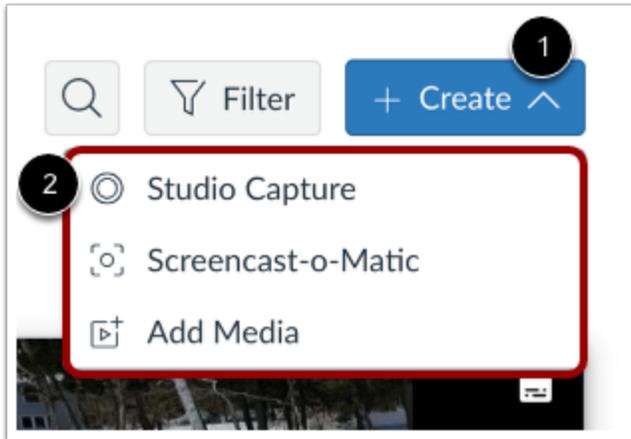


In your Studio account, locate the video or audio file you want to submit. By default, the My Library page displays. To view other media, click the **Expand** icon [1].

If you have added a video or audio file to a course, you can also view courses where you have added media.

To search for a video or audio file, click the **Search** icon [2].

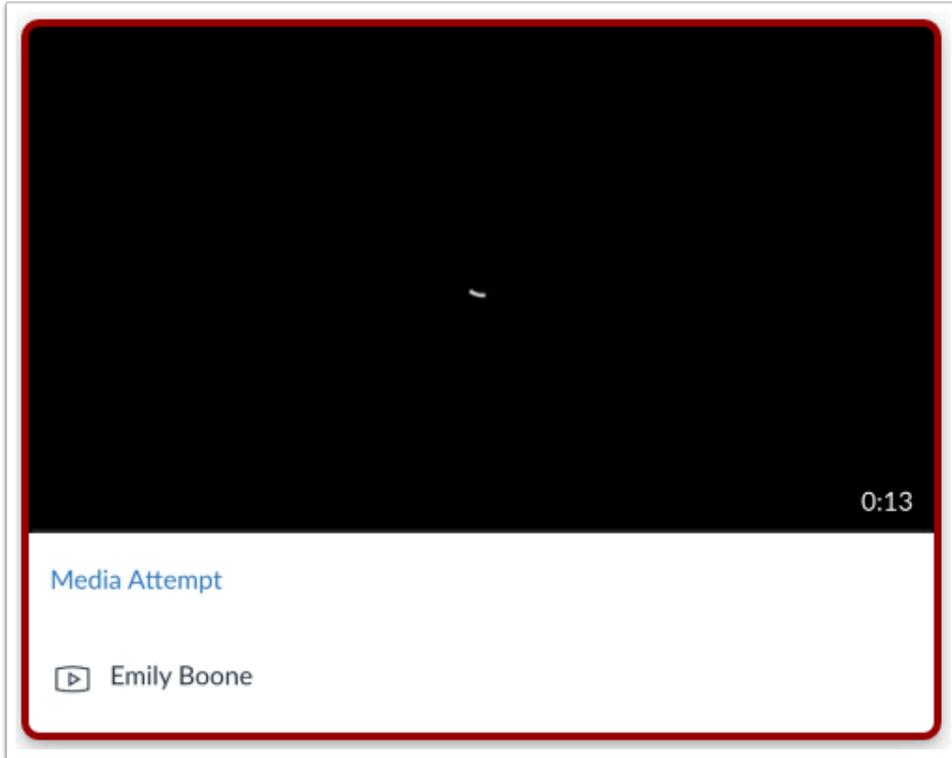
Upload New Media



You can also upload new media from a screen capture, your webcam, a file on your computer, or an external link to a file on Vimeo or YouTube. To upload new media, click the **More** icon [1]. Then, select one of the upload options [2].

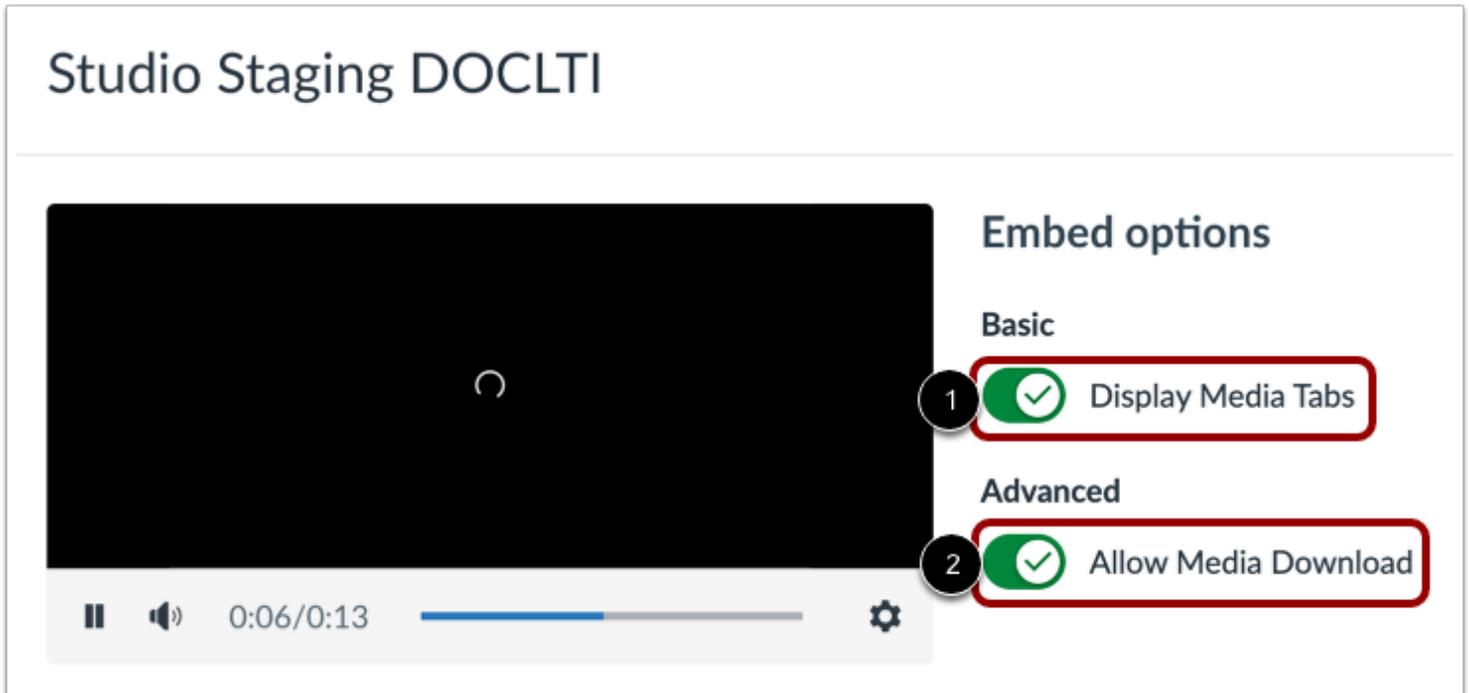
You can also drag and drop media into the window. You can bulk upload multiple media files at a time. The maximum file size for a media upload is 10 GB.

Select Media



Locate the media and then click the media thumbnail.

Select Embed Options



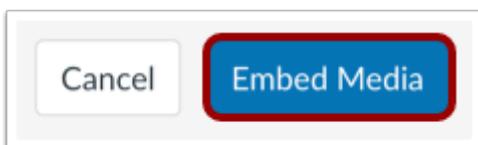
The screenshot shows a video player interface for a video titled "Studio Staging DOCLTI". The video player is on the left, and the "Embed options" panel is on the right. The "Embed options" panel has two sections: "Basic" and "Advanced". In the "Basic" section, the "Display Media Tabs" toggle is turned on, indicated by a green checkmark in a circle and a red box around the toggle. In the "Advanced" section, the "Allow Media Download" toggle is also turned on, indicated by a green checkmark in a circle and a red box around the toggle. The video player shows a progress bar at 0:06/0:13 and a settings gear icon.

You can display Media Tabs in the embedded media file. The Media Tabs can include the Details, Comments, Insights, and Captions tabs. To hide the Media Tabs in the embedded media file, click the **Display Media Tabs** toggle button [1]. By default, this option is turned on.

To display the download option in the embedded media file, click the **Allow Media Download** toggle on [2]. By default, this option is turned off.

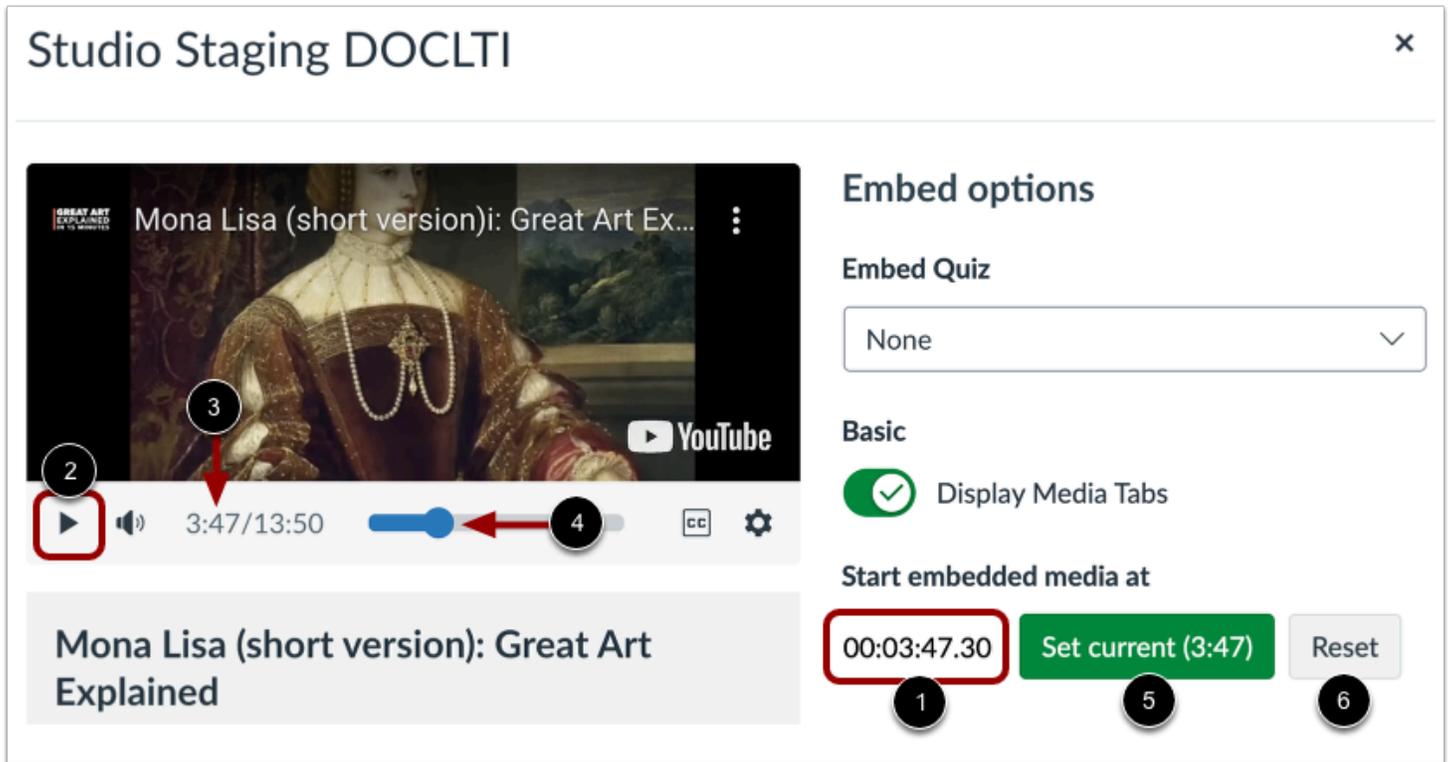
Note: The Display Download Option toggle button only displays if you are the owner who created and uploaded the media file in Studio.

Embed Media



Click the **Embed Media** button.

Embed at Timestamp



The screenshot shows the 'Studio Staging DOCLTI' interface. On the left is a video player for 'Mona Lisa (short version): Great Art Explained'. The video player has a play button (2), a timestamp display (3) showing '3:47/13:50', and a time stamp indicator (4). Below the video player is the title 'Mona Lisa (short version): Great Art Explained'. On the right is the 'Embed options' panel. It includes an 'Embed Quiz' dropdown menu set to 'None'. Under the 'Basic' section, the 'Display Media Tabs' option is checked. Below that is the 'Start embedded media at' section, which contains a text input field (1) with the value '00:03:47.30', a green 'Set current (3:47)' button (5), and a grey 'Reset' button (6).

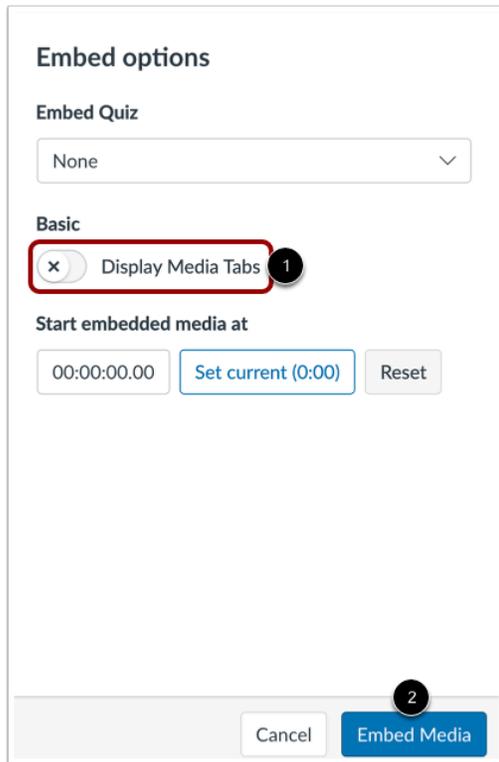
When embedding media from YouTube or Vimeo, you can use timestamp-based embedding. To select the timestamp where the beginning of pertinent content is highlighted on playback, enter it in the **Start embedded media at** field [1].

Alternatively, you can locate a start time in the media player. To begin playback, click the **Start** button [2]. The timestamp displays [3]. To navigate through the media, click and drag the time stamp indicator [4]. Then, click the **Set Current** button [5].

To reset and set a new start time, click the **Reset** button [6].

Note: Discussions created directly in a group do not include the embed options for Studio media and do not track viewership data. To view the embed options and viewership data when creating a discussion for a course group, the discussion must be created on the course level then set as a group discussion.

Resize Embedded Media



Embed options

Embed Quiz
None

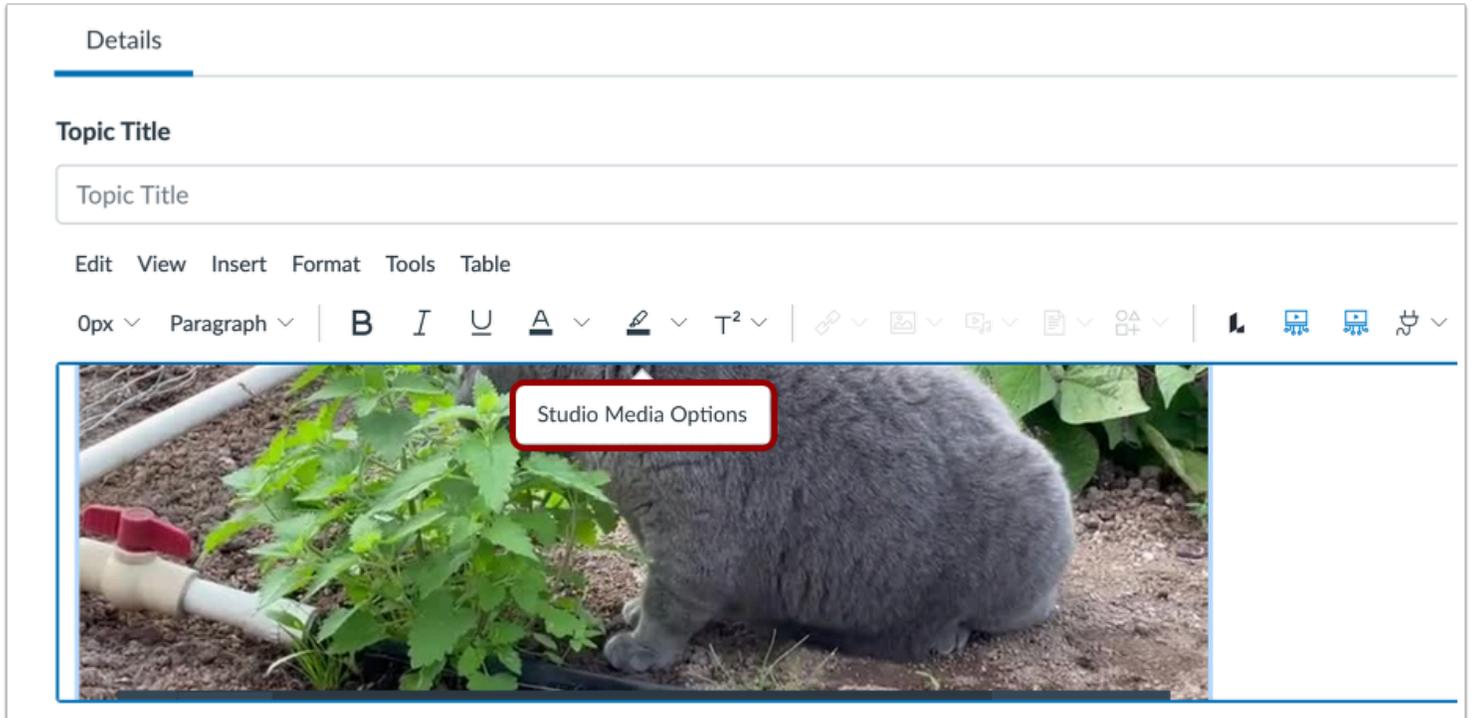
Basic
 Display Media Tabs

Start embedded media at
00:00:00.00 [Set current \(0:00\)](#) [Reset](#)

[Cancel](#) [Embed Media](#)

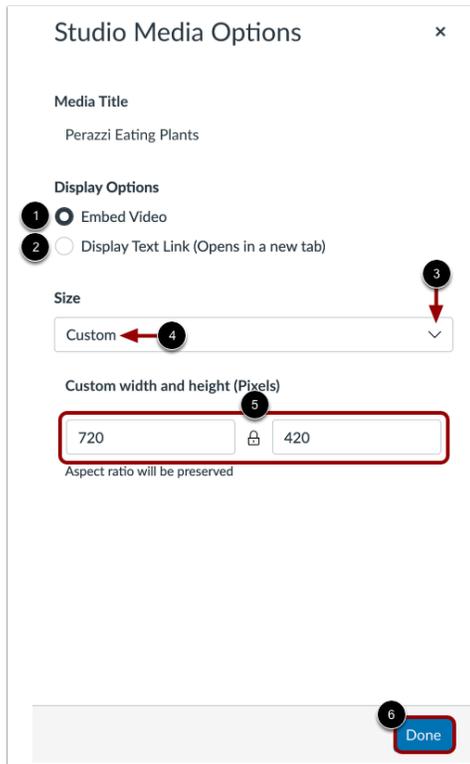
To resize embedded media, click to disable the **Display media tabs** toggle [1]. Then, click the **Embed Media** button [2].

Open Studio Media Options



The screenshot displays the Canvas Studio interface. At the top, there is a 'Details' tab. Below it is a 'Topic Title' field containing the text 'Topic Title'. A menu bar includes 'Edit', 'View', 'Insert', 'Format', 'Tools', and 'Table'. The main toolbar contains various icons for text formatting (font size, bold, italic, underline, text color, background color, text background color), alignment, and other editing tools. A video player is shown with a video of a grey piglet sitting in a garden. A red-bordered pop-up box labeled 'Studio Media Options' is overlaid on the video. The video player has a white background on the right side.

Click in the video window to display the Studio Media Options pop-up. Then, click the **Studio Media Options** link.



The Studio Media Options tray displays information about the media, including the media title, and display and sizing options.

You can customize how the embedded media displays. To embed the video directly in the rich content editor, click the **Embed Video** radio button [1]. To display a text link to open the media in a new tab, click the **Display Text Link (Opens in a new tab)** radio button [2].

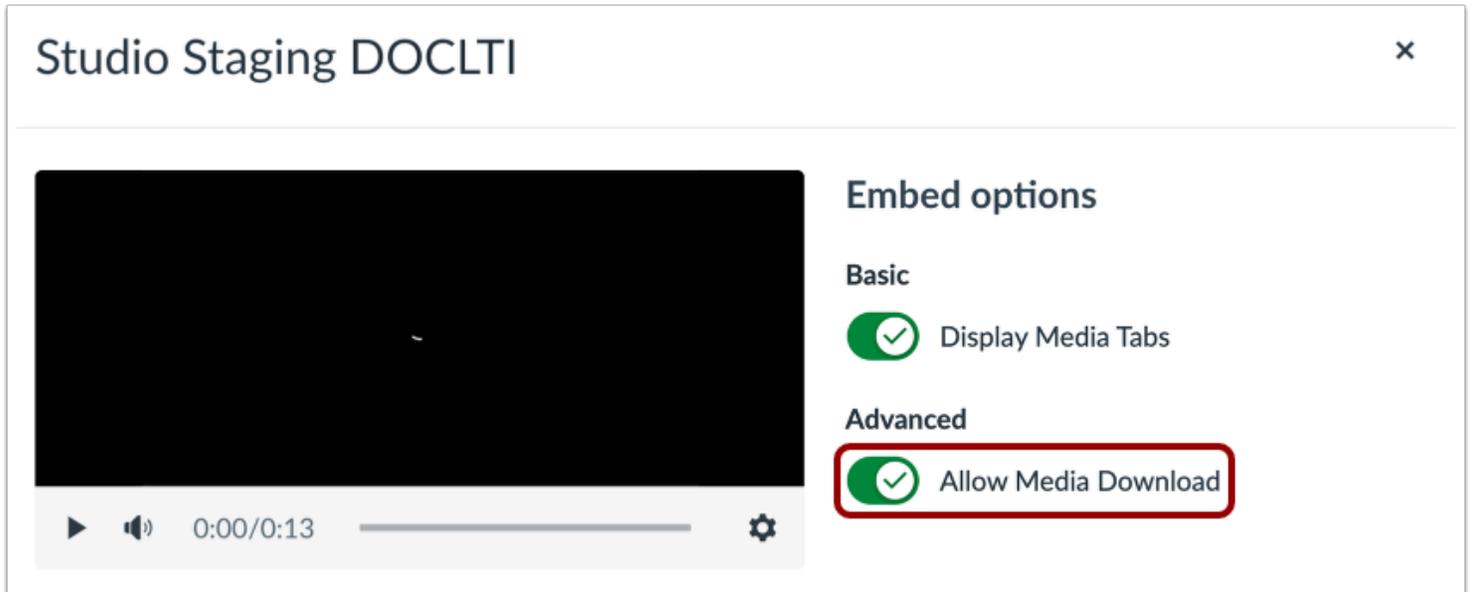
To select a pre-set size from a list, click the **Size** drop-down menu [3]. Pre-set size options include medium, large, and extra large.

To enter a custom size, select the **Custom** option [4]. Enter a custom width or height in pixels in the size fields [5]. As you enter a size, the other field will automatically update to preserve the aspect ratio.

To save the selected options, click the **Done** button [6].

Note: The media title cannot be edited from the Studio Media Options tray. To edit the media title, [view the media details](#).

Enable or Disable Download Option

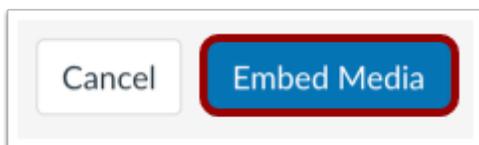


The screenshot shows a window titled "Studio Staging DOCLTI" with a close button (X) in the top right corner. On the left is a video player with a black screen and a playback bar at the bottom showing "0:00/0:13". On the right, under the heading "Embed options", there are two sections: "Basic" and "Advanced". In the "Basic" section, the "Display Media Tabs" toggle is turned on. In the "Advanced" section, the "Allow Media Download" toggle is turned on and is highlighted with a red rectangular border.

If you are embedding your own media, you can allow the media to be downloaded. To display the download option in the embedded media file, click the **Allow Media Download** toggle on. By default, this option is turned off.

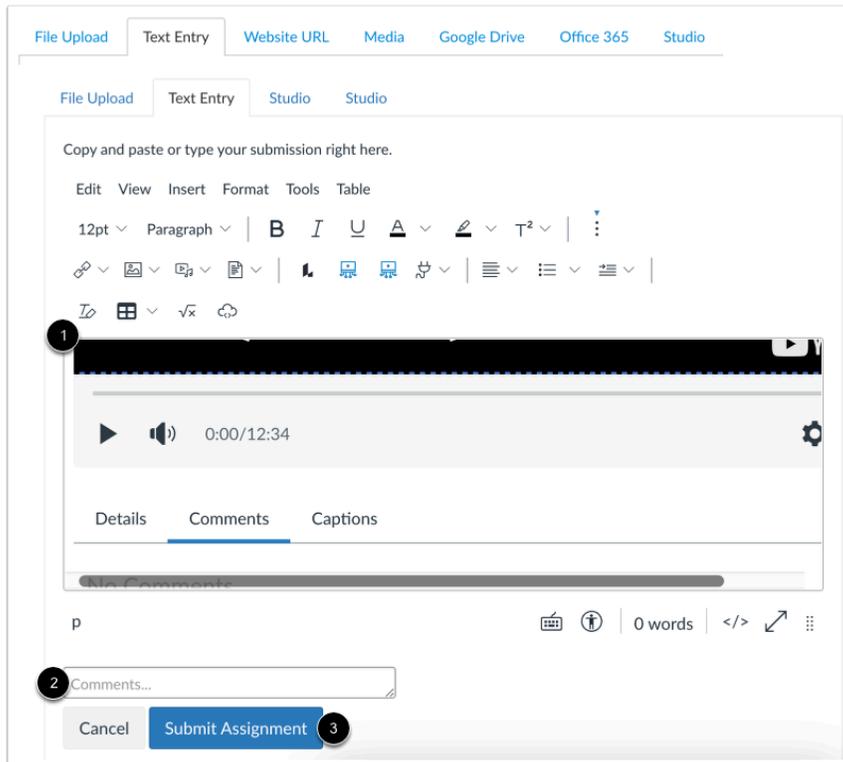
Note: The Display Download Option toggle button only displays if you are the owner who created and uploaded the media file in Studio.

Embed Media



Click the **Embed Media** button.

Submit Assignment

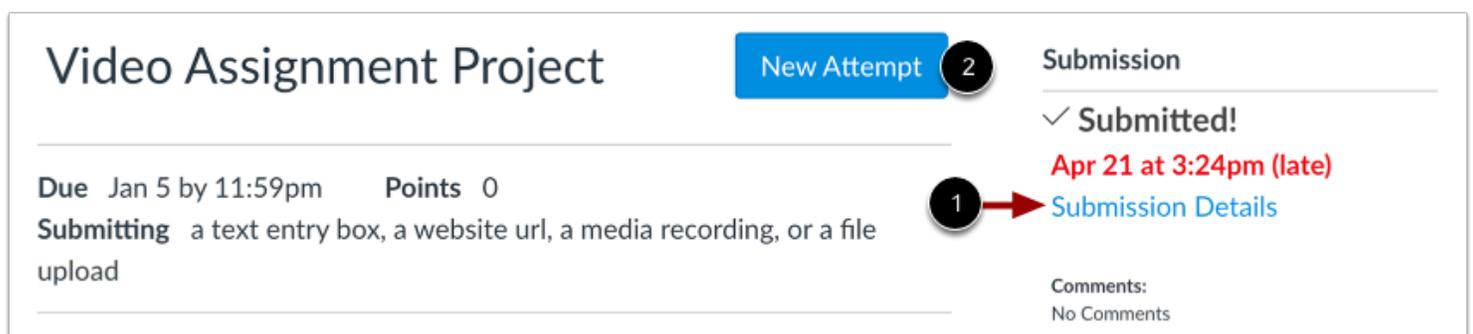


Your embedded media displays in the Rich Content Editor field [1].

To add any comments as part of your submission, enter them in the **Comments** field [2].

To submit the assignment, click the **Submit Assignment** button [3]

View Submission



View your submission verification.

To view your media submission, click the **Submission Details** link [1].

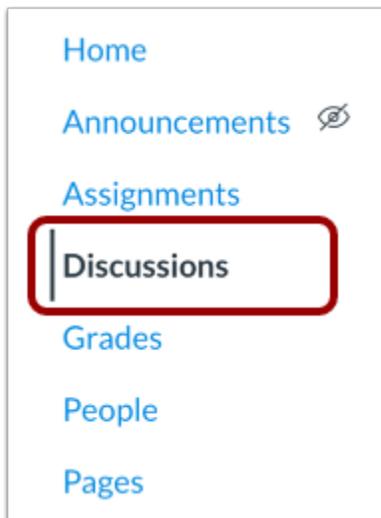
To re-submit your media, click the **New Attempt** button [2].

How do I embed Canvas Studio media in a discussion reply in Canvas as a student?

You can embed a Canvas Studio video or audio file as a discussion reply in Canvas. When media tabs are disabled, embedded Canvas Studio media can be resized in the user interface.

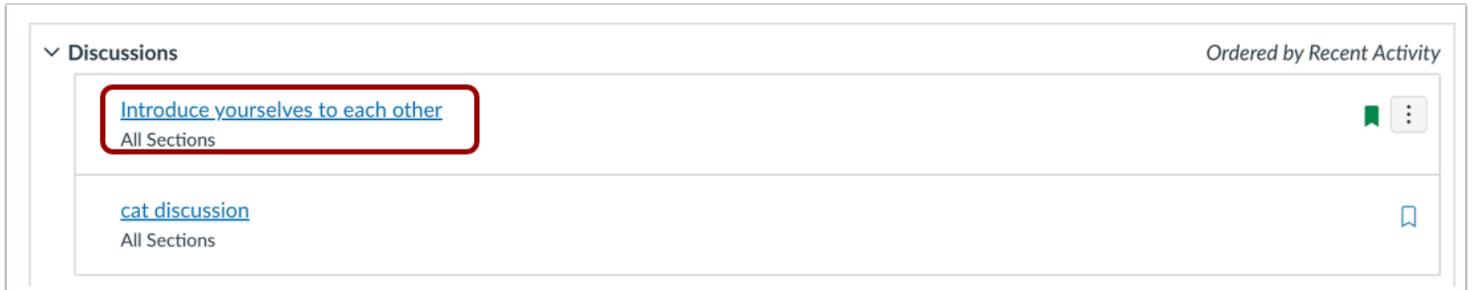
Once you submit a Studio video or audio file as an assignment, the video or audio file is created as a new copy owned by your instructor. You will not be able to edit any details, so please confirm the name of your video or audio file before it is uploaded as Studio media.

Open Discussions



In Course Navigation, click the **Discussions** link.

Open Discussion



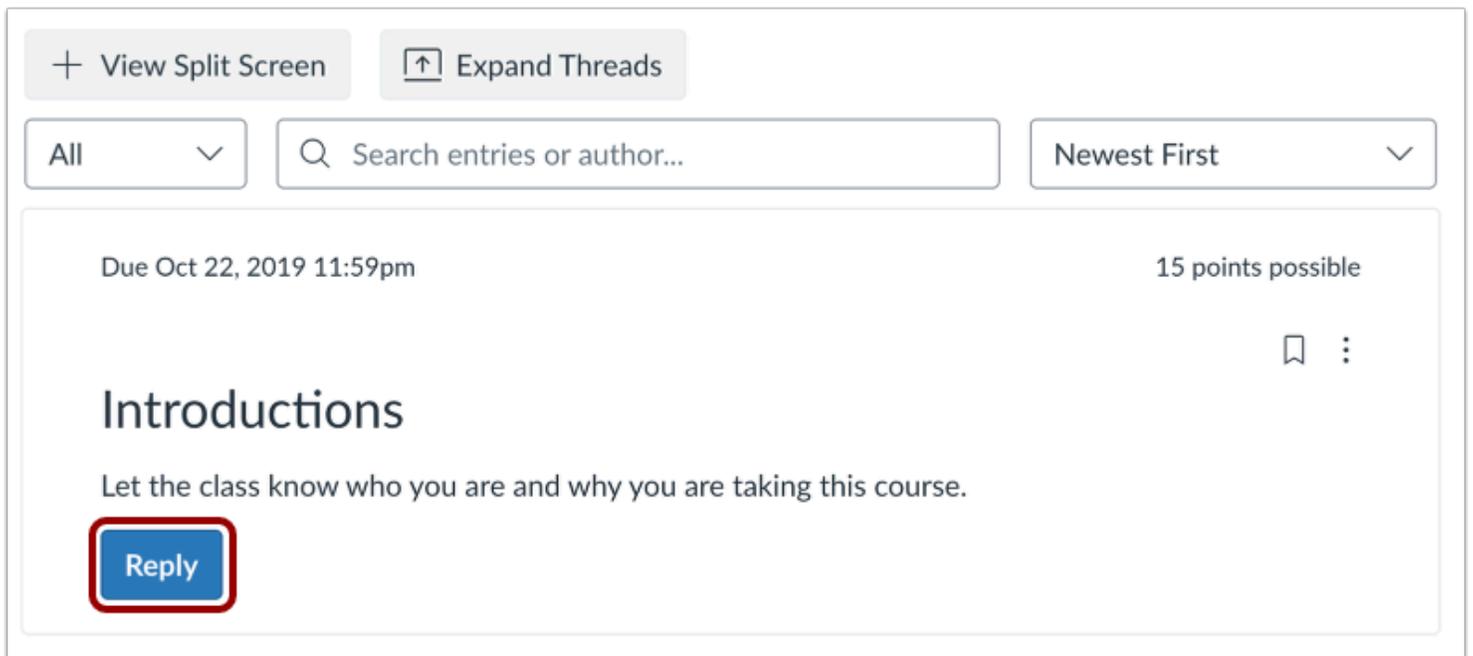
Discussions Ordered by Recent Activity

[Introduce yourselves to each other](#) 📌 ⋮
All Sections

[cat discussion](#) 🔖
All Sections

Click the name of the discussion.

Reply to Discussion



+ View Split Screen Expand Threads

All Search entries or author... Newest First

Due Oct 22, 2019 11:59pm 15 points possible

🔖 ⋮

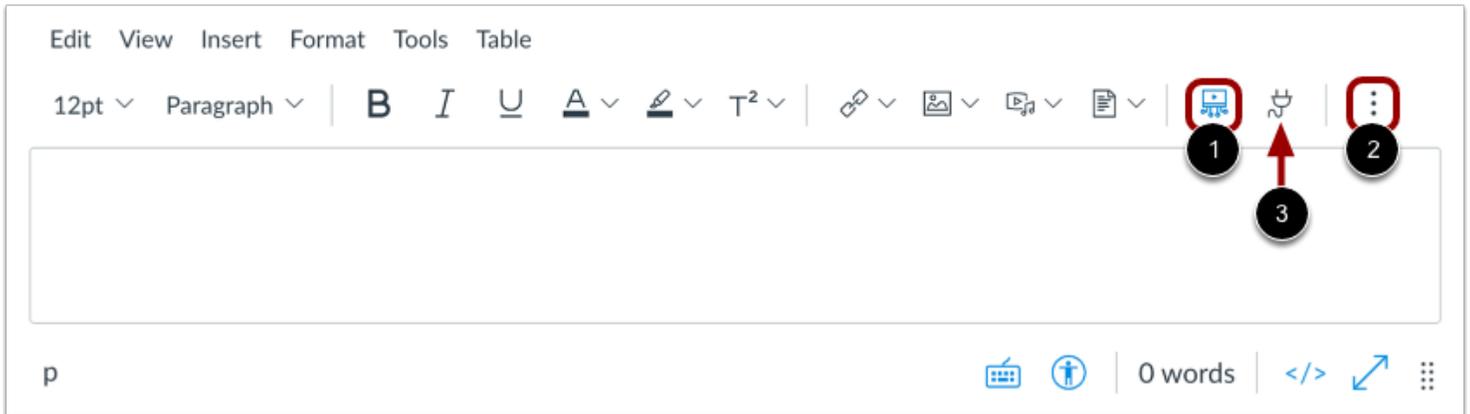
Introductions

Let the class know who you are and why you are taking this course.

Reply

Click the **Reply** button.

Open Studio in Rich Content Editor

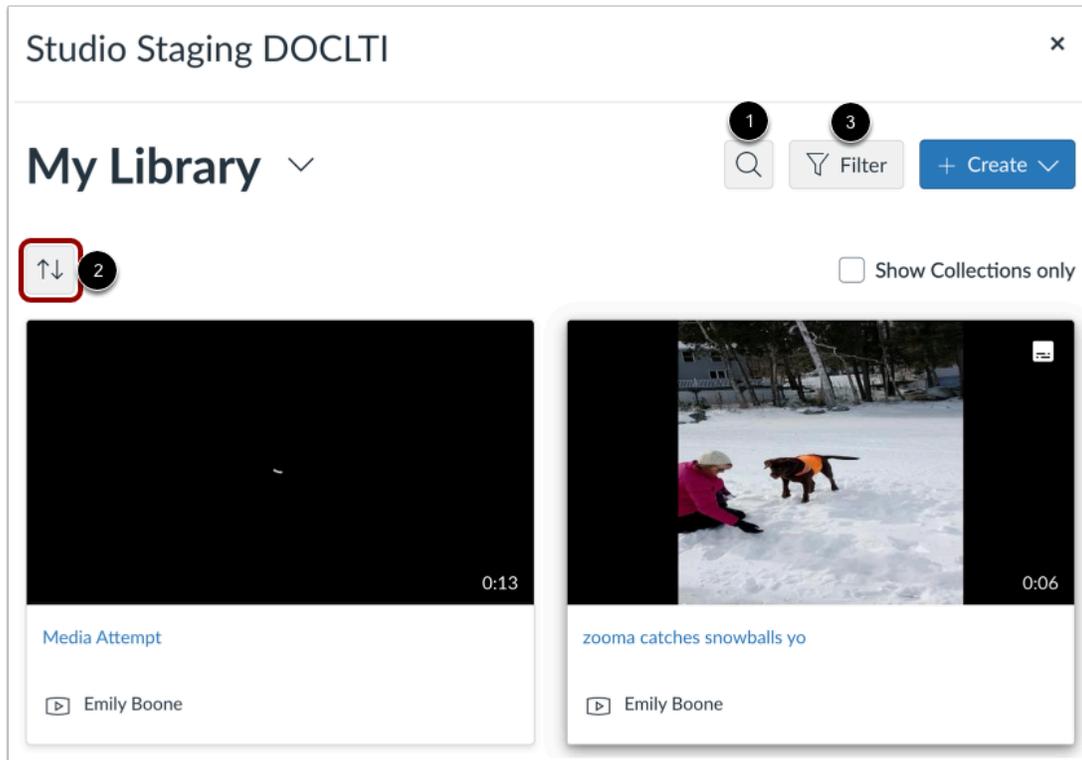


In the Rich Content Editor, click the **Studio** icon [1].

If the Studio icon does not display in the toolbar, click the **Options** icon [2].

Note: You can also access the Studio tool from the **App** icon [3].

Locate Media



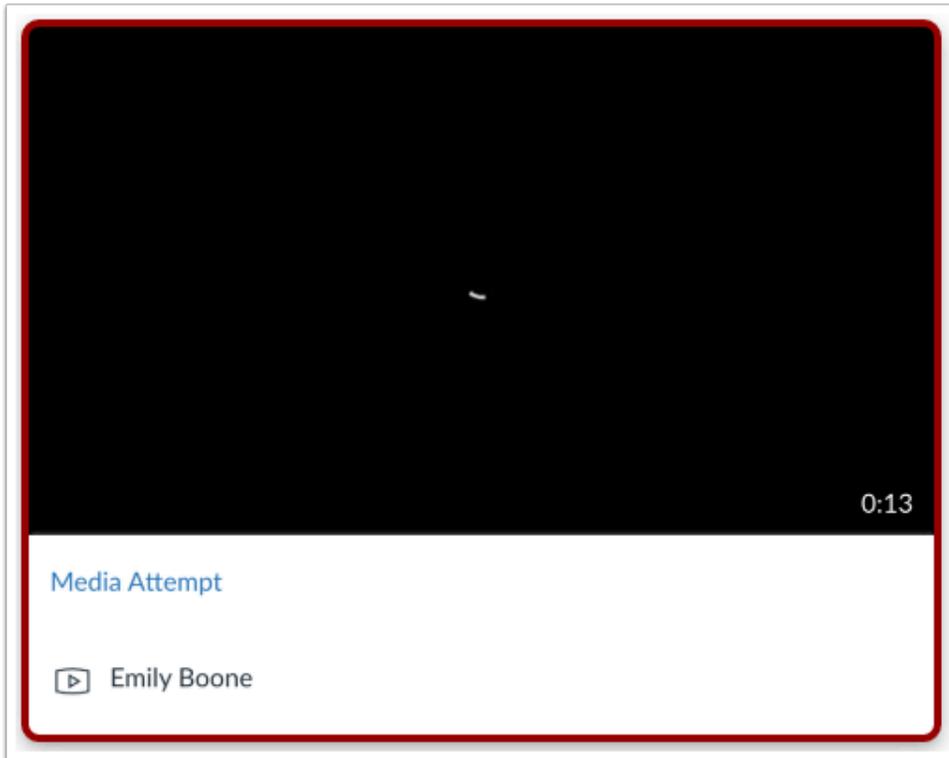
In your Studio account, locate the video or audio file you want to add.

By default, media is displayed in the order in which it was added to your library.

To search for a video or audio file, click the **Search** icon [1].

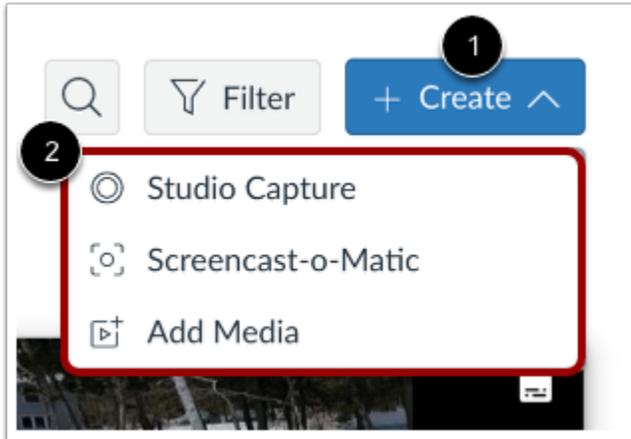
To sort and filter media, use the **Sort** [2] and **Filter** [3] drop-down menus.

Select Media



Hover over the media you want to select and click the **Select** button. Locate the media and then click the media thumbnail.

Upload New Media

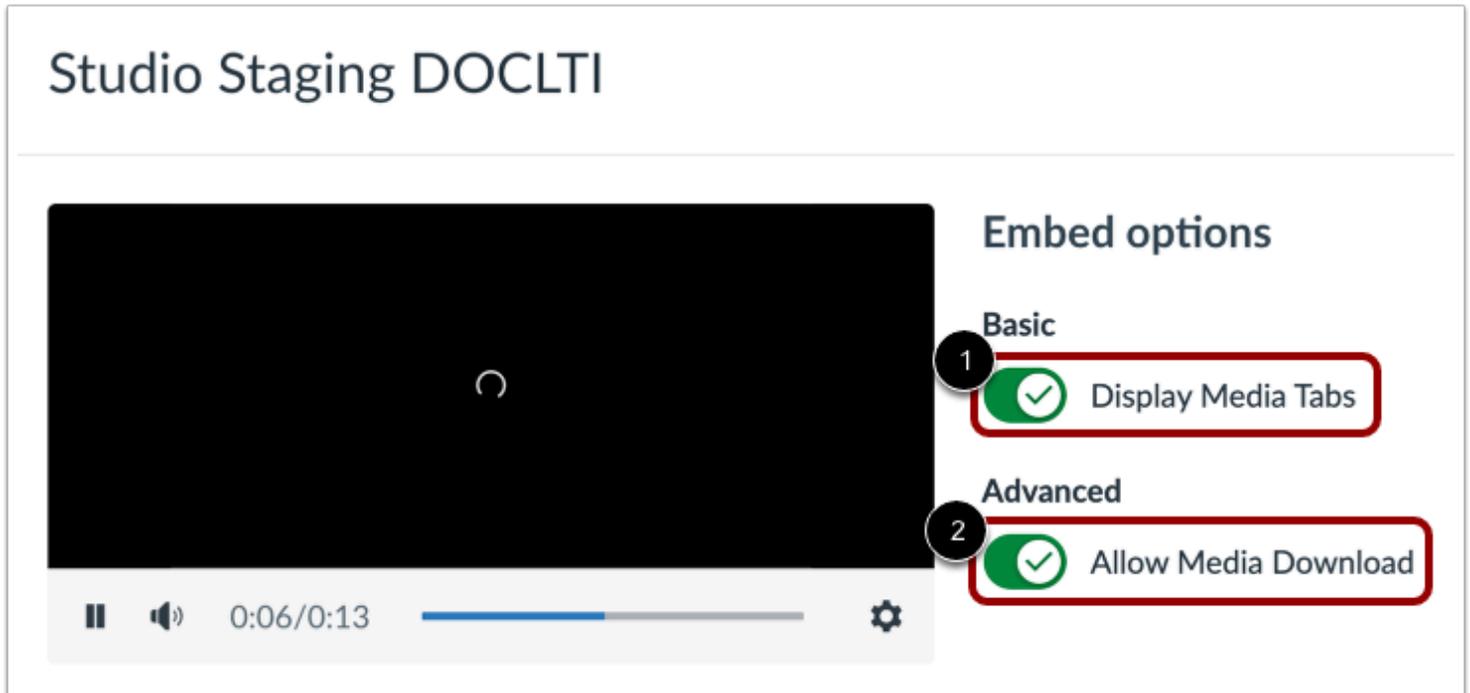


You can also upload new media from a screen capture, your webcam, a file on your computer, or an external link to a file on Vimeo or YouTube. To upload new media, click the **Create** drop-down menu [1]. Then, select one of the upload options [2].

You can also drag and drop media into the window. You can bulk upload multiple media files at a time. The maximum file size for a media upload is 10 GB.

Note: Media upload options may look different depending on the browser you are using.

Select Embed Options

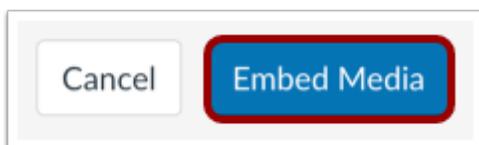


You can display Media Tabs in the embedded media file. The Media Tabs can include the Details, Comments, Insights, and Captions tabs. To hide the Media Tabs in the embedded media file, click the **Display Media Tabs** toggle button [1]. By default, this option is turned on.

To display the download option in the embedded media file, click the **Allow Media Download** toggle on [2]. By default, this option is turned off.

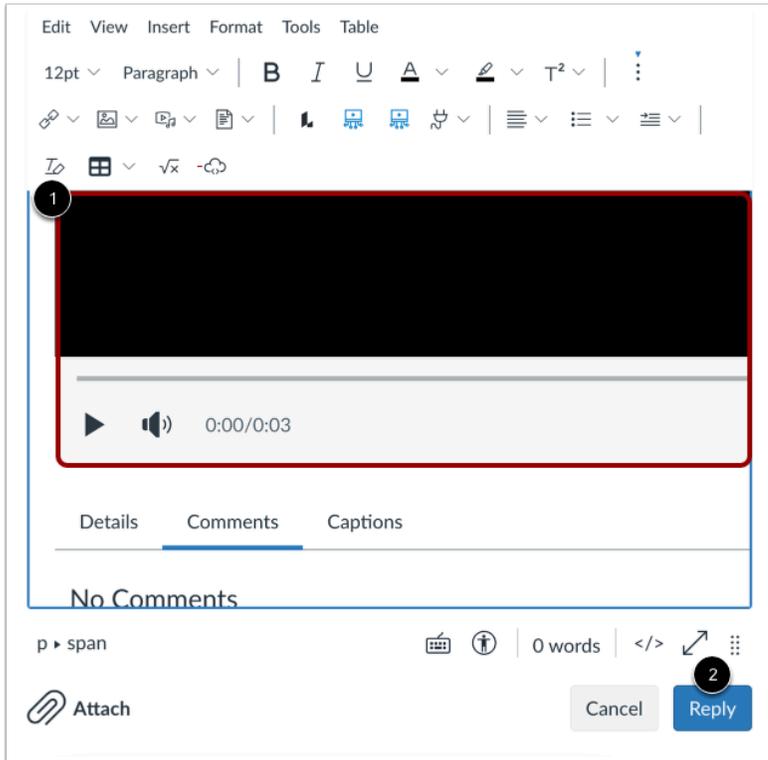
Note: The Allow Media Download toggle only displays if you are the owner who created and uploaded the media file in Studio.

Embed Media



Click the **Embed Media** button.

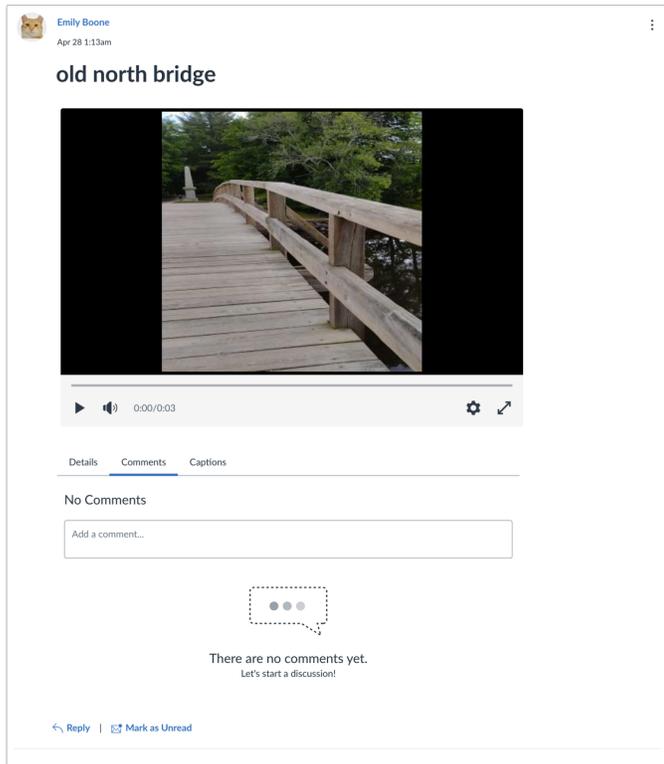
View Studio Media in Reply



Your studio media displays in the discussion reply field [1].

When you are ready to post your reply, click the **Reply** button [2].

View Your Reply

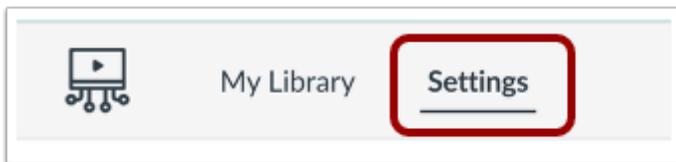


Your reply displays at the bottom of the discussion reply thread.

How do I view my Canvas Studio groups as a student?

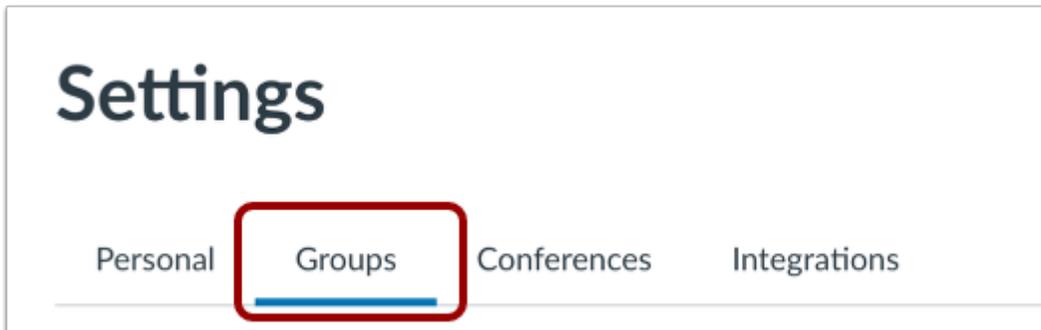
As a student, you can view a list of all your Studio groups in your Studio Settings Groups page. Depending upon your role in each group, you may be able to view the group member list, edit a group name, add or remove group members, adjust group member roles, leave a group, and delete groups. Learn more about [creating and managing](#) Studio groups.

Open Studio Settings



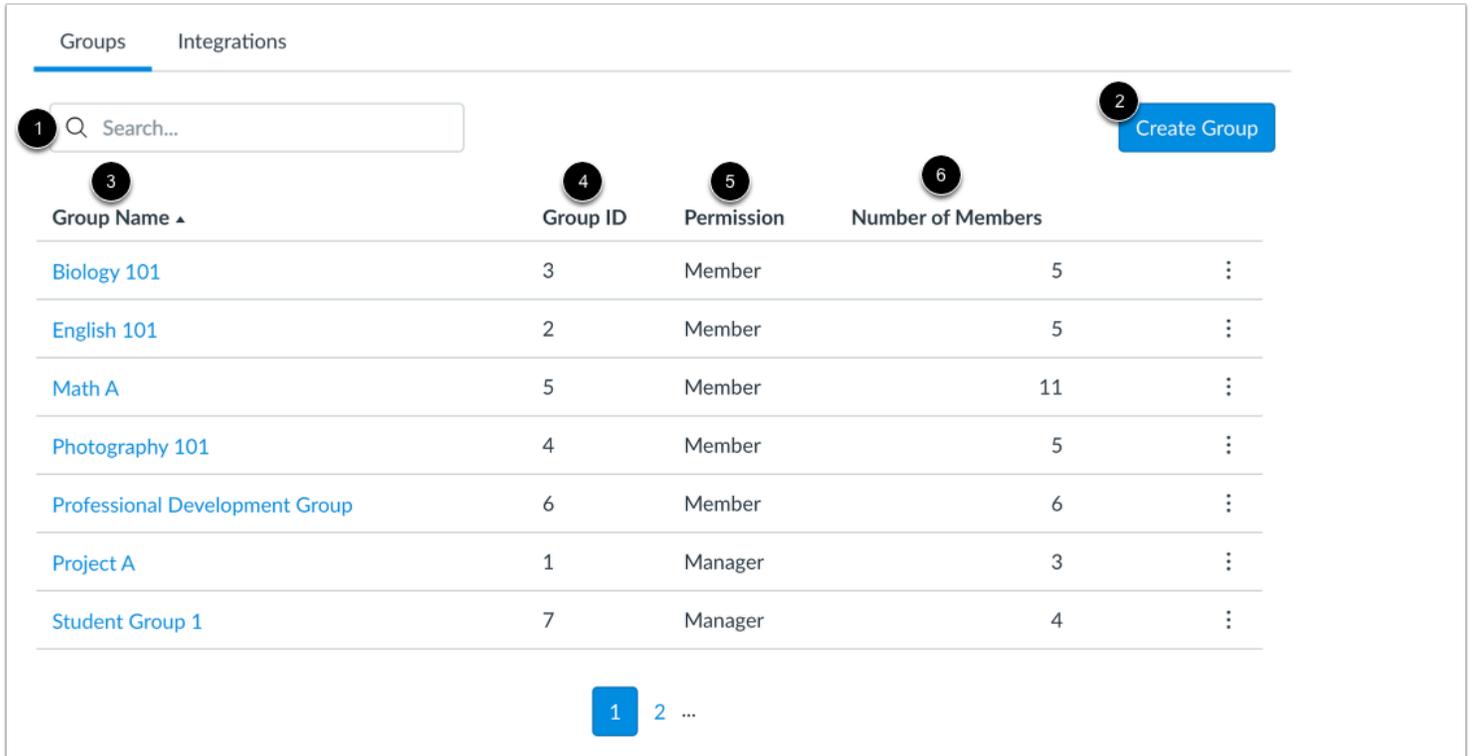
In the Studio Navigation menu, click the **Settings** tab.

Open Groups



Click the **Groups** tab.

View Groups



| Group Name ³ | Group ID ⁴ | Permission ⁵ | Number of Members ⁶ | |
|--------------------------------|-----------------------|-------------------------|--------------------------------|---|
| Biology 101 | 3 | Member | 5 | ⋮ |
| English 101 | 2 | Member | 5 | ⋮ |
| Math A | 5 | Member | 11 | ⋮ |
| Photography 101 | 4 | Member | 5 | ⋮ |
| Professional Development Group | 6 | Member | 6 | ⋮ |
| Project A | 1 | Manager | 3 | ⋮ |
| Student Group 1 | 7 | Manager | 4 | ⋮ |

In Groups, you can search for a group, create a group, and view a list of all your groups.

To locate a specific group from your groups list, enter the group name or group ID in the **Search** field [1].

To [create a new group](#), click the **Create Group** button [2].

The Groups List displays the following information about your groups:

- **Group Name** [3]: the name of each group; by default, groups display in alphabetical order.
- **Group ID** [4]: the ID number automatically assigned to a group upon creation.
- **Permission** [5]: your role within the group. Group roles include Member and Manager.
- **Number of Members** [6]: the total number of people in the group, including yourself.

Note: The Groups List displays only groups in which you are a member. If you leave a group, even one you created, it no longer displays in your Groups List.

View Group Options

| Group Name ▲ | Group ID | Permission | Number of Members | |
|--------------------------------|----------|------------|-------------------|---|
| Biology 101 | 3 | Manager | 5 | 1  |
| English 101 | 2 | Member | | 2  |
| Math A | 5 | Member | 11 |  |
| Photography 101 | 4 | Member | 5 |  |
| Professional Development Group | 6 | Member | 6 | ⋮ |
| Project A | 1 | Manager | | 3  |
| Student Group 1 | 7 | Manager | 4 |  |

To view your group management options, locate the group in the list and click the **Options** icon [1]. Your group permission status determines the displayed management options.

Managers can edit, leave, and delete the group [2]. Learn more about [managing](#) Studio groups.

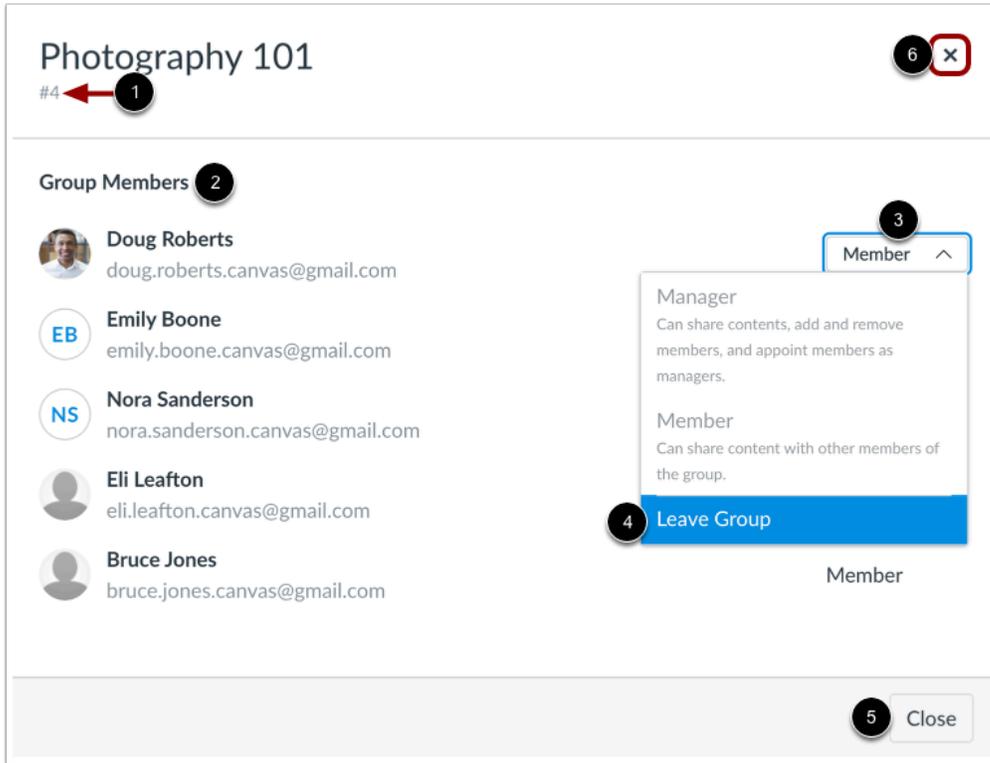
Members can view the group list and leave the group [3].

View Group

| | | | | |
|--------------------------------|---|---------|---|---|
| Professional Development Group | 6 | Member | 6 | 1  |
| Project A | 1 | Manager | | 2  |
| Student Group 1 | 7 | Manager | 4 |  |

To view a group, locate the group in the list and click the group's **Options** icon [1]. Then select the **View** option [2].

View Group List



The Group window displays the group ID [1] and the list of group members [2].

You can also manage your group membership. To leave the group, click the **Role** drop-down menu [3], then select the **Leave Group** option [4].

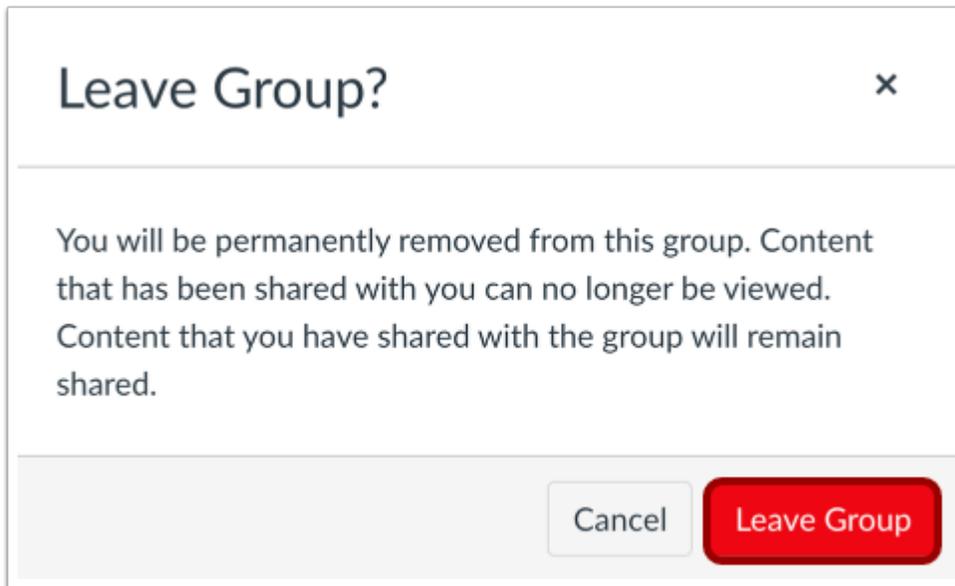
To close the Group window, click the **Close** button [5] or the **X** icon [6].

Leave Group

| | | | | | |
|--------------------------------|---|---------|---|---|-------------|
| Professional Development Group | 6 | Member | 6 | 1 | ⋮ |
| Project A | 1 | Manager | 3 | | View |
| Student Group 1 | 7 | Manager | | 2 | Leave Group |

To leave a group, locate the group in the list and click the group's **Options** icon [1]. Then select the **Leave Group** option [2].

Confirm Leave



Click the **Leave Group** button.

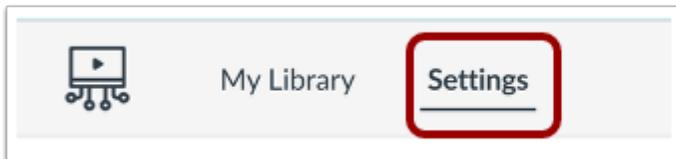
Note: When you leave a group, the group no longer displays in your Groups List and you can no longer view the group in your Studio account. However, Studio admins can view all groups in your institution's Studio account. If you need to manage or monitor a group that does not display in your Groups List, contact your Studio administrator.

How do I manage a Canvas Studio group as a student?

If you are assigned to a group as the group manager, you can make changes to the group in the Studio Settings Groups page. As a group manager, you can edit the group name, add or remove individuals in a group, and grant manager permissions to other group members.

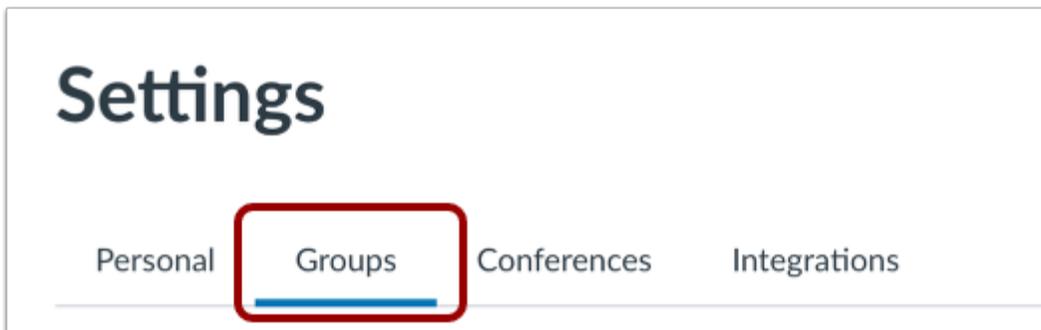
Note: Group members can manage their membership in a group. Learn more about [viewing Studio groups](#).

Open Studio Settings



In the Studio Navigation menu, click the **Settings** tab.

Open Groups



Click the **Groups** tab.

View Group Permissions

| Group Name ▲ | Group ID | Permission | Number of Members |
|---------------------------------|----------|------------|-------------------|
| Biology 101 | 3 | Manager | 5 |
| English 101 | 2 | Member | 5 |
| Math A | 5 | Member | 11 |
| Photography 101 | 4 | Member | 5 |

You can view your group role in the Groups List. If you are a group manager, the Permission column displays the **Manager** label. As a group manager, you can edit the group, leave the group, and delete the group.

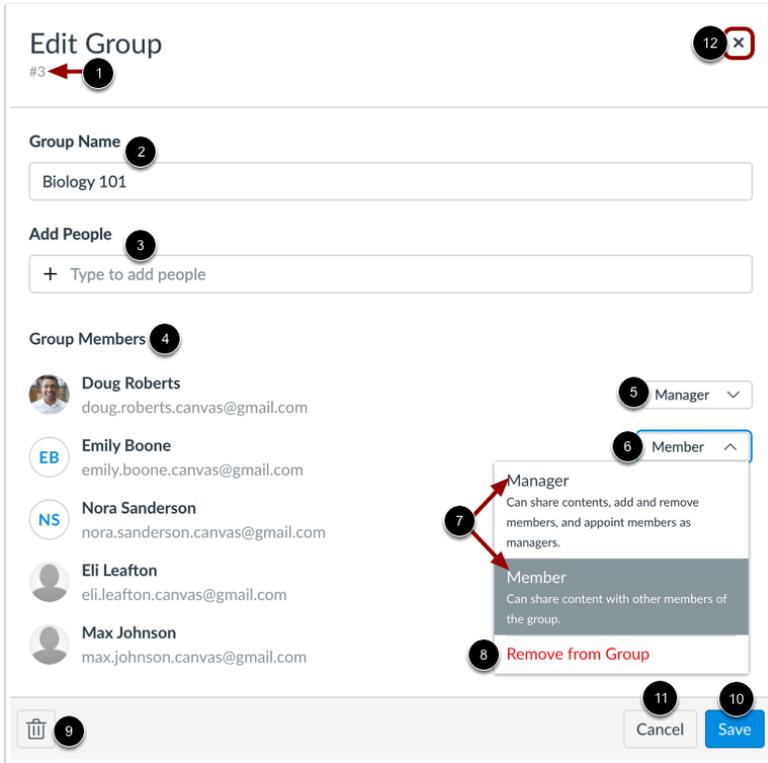
Edit Group

| Group Name ▲ | Group ID | Permission | Number of Members |
|--|----------|------------|-------------------|
| Biology 101 ¹ | 3 | Manager | 5 ² ⋮ |
| English 101 | 2 | Member | ³ Edit |
| Math A | 5 | Member | 11 Leave Group |
| Photography 101 | 4 | Member | 5 Delete |

To view and edit details for a group, click the group name link [1].

Alternatively, locate the group in the list and click the group's **Options** icon [2]. Then select the **Edit** option [3].

Edit Group Details



In the Edit Group window, you can view the group ID [1], view and edit the group name [2], add members [3], view the group members list [4], and manage group member roles [5].

To change a group member's role, locate the group member and click the **Role** drop-down menu [6]. Then select the role [7], or remove the member from the group [8].

To delete the group, click the **Delete** icon [9].

To save any changes made to the group, click the **Save** icon [10].

To close the Edit Group window, click the **Cancel** button [11] or the **X** icon [12].

View Admin Member Notification

Group Members

| | | |
|---|--|--|
|  | <p>Doug Roberts doug.roberts.canvas@gmail.com</p> | <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; display: inline-block;">Manager ▾</div> |
|  | <p>Emily Boone emily.boone.canvas@gmail.com</p> | <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; display: inline-block;">Member ▾</div> |
|  | <p>Nora Sanderson nora.sanderson.canvas@gmail.com</p> | <div style="border: 2px solid red; border-radius: 50%; padding: 2px; display: inline-block; margin-right: 5px;"></div> <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; display: inline-block;">Member ▾</div> |
|  | <p>Eli Leafton eli.leafton.canvas@gmail.com</p> | <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; display: inline-block;">Member ▾</div> |

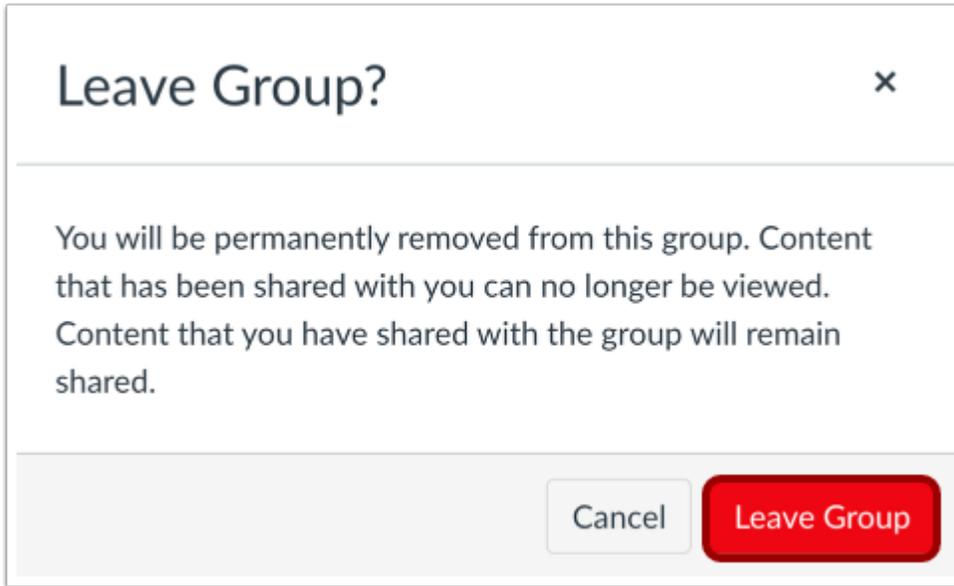
If a group member is also a Studio admin, they can view and edit any group in the Studio account, even if they are added to the group with Member permissions. Next to the admin's Role drop-down menu, an Admin icon displays.

Leave Group

| Group Name ▲ | Group ID | Permission | Number of Members | |
|---------------------------------|----------|------------|-------------------|---|
| Biology 101 | 3 | Manager | 5 | <div style="border: 2px solid red; border-radius: 50%; padding: 2px; display: inline-block; margin-right: 5px;">1</div> <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px; display: inline-block;">⋮</div> |
| English 101 | 2 | Member | 5 | <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px; display: inline-block;"> Edit </div> |
| Math A | 5 | Member | 1 | <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px; display: inline-block;"> 2 Leave Group </div> |
| Photography 101 | 4 | Member | 5 | <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px; display: inline-block;"> Delete </div> |

To leave a group, locate the group in the list and click the group's **Options** icon [1]. Then select the **Leave Group** option [2].

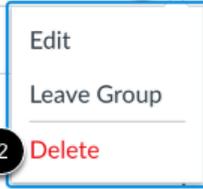
Confirm Leave



Click the **Leave Group** button.

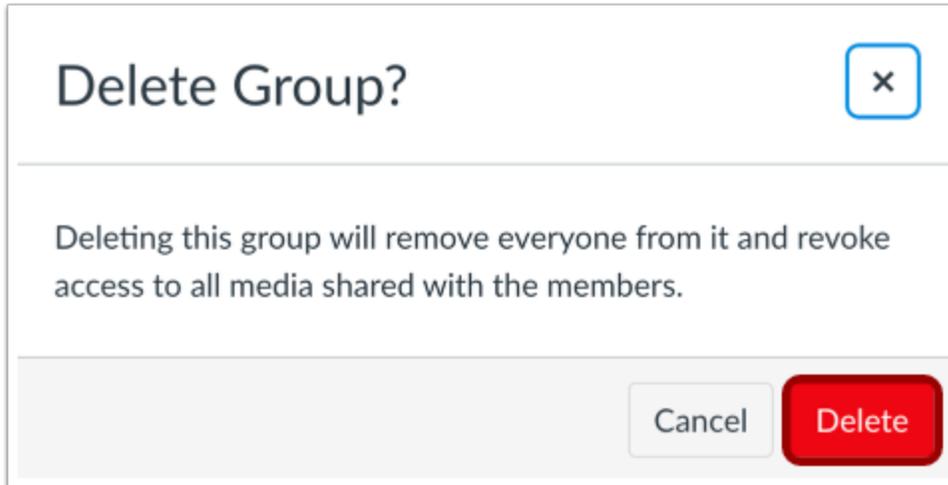
Note: When you leave a group, the group no longer displays in your Groups List and you can no longer view the group in your Studio account. However, Studio admins can view all groups in your institution's Studio account. If you need to manage or monitor a group that does not display in your Groups List, contact your Studio administrator.

Delete Group

| Group Name ▲ | Group ID | Permission | Number of Members | |
|---------------------------------|----------|------------|-------------------|---|
| Biology 101 | 3 | Manager | 5 | 1  |
| English 101 | 2 | Member | 5 | 2  |
| Math A | 5 | Member | 11 | |
| Photography 101 | 4 | Member | 5 | |

To delete a group, locate the group in the list and click the group's **Options** icon [1]. Then select the **Delete** option [2].

Confirm Delete



Click the **Delete** button.

Note: Deleting a group removes all members from the group and revokes access to any group-shared media. Please notify group members before deleting an active Studio group.

How do I create Canvas Studio groups as a student?

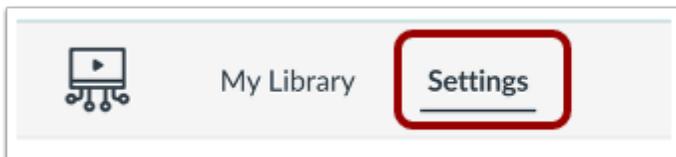
As a student, you may be able to create custom media sharing groups in your Studio account. Users assigned within the same group can share media files to all group members. They can also manage all group members' access to media files, including editing and sharing media files. Learn more about [sharing media to a group](#) in Canvas Studio.

Depending upon how you configure your group roles, group members may also be able to edit group details, add or remove individuals in a group, and grant manager permissions to other group members.

When you create a group in your account, Studio automatically assigns you to the group as a group manager. You can delete any group you created. If you remove yourself from a group, the group no longer displays in your Groups List and you can no longer access the group or any media shared to you via the group.

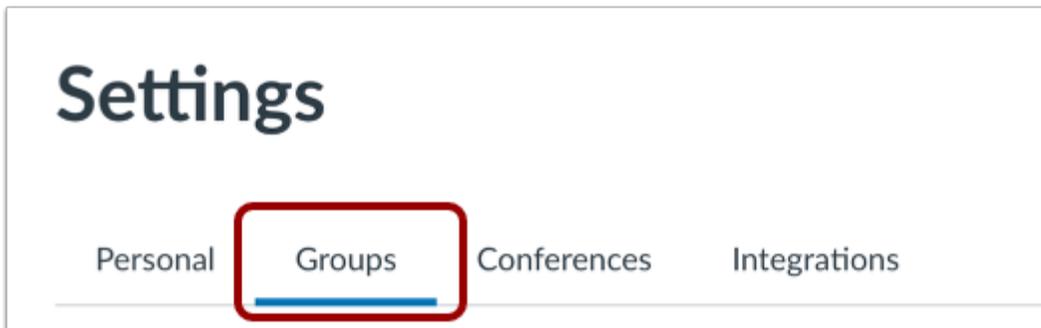
Note: Creating groups is a user permission. If you cannot create groups, this feature is not enabled for students at your institution.

Open Studio Settings



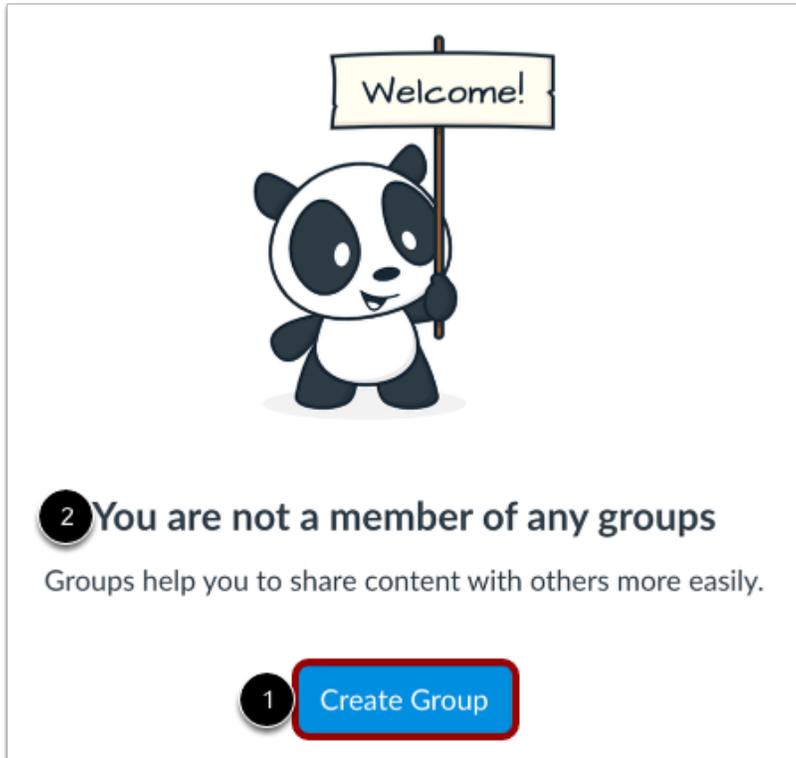
In the Studio Navigation window, click the **Settings** tab.

Open Groups



Click the **Groups** tab.

Create Group



Click the **Create Group** button [1].

Note: Studio displays a notification if you are not already a member of a group [2].

Enter Group Name

Create Group ×

Group Name

Add People

In the Create Group screen, enter a name for the group in the **Group Name** field.

Add Group Members

Create Group ×

Group Name

Add People 1

+ Emil|

-  **Emily Allen**
eallen@instructure.com
- 2  **Emily Boone**
emily.boone.canvas@gmail.com

To add a person to the group, enter the person's name in the **Add People** field [1]. In the search results list, click the name.

View Group Member List

Create Group ×

Group Name

Add People

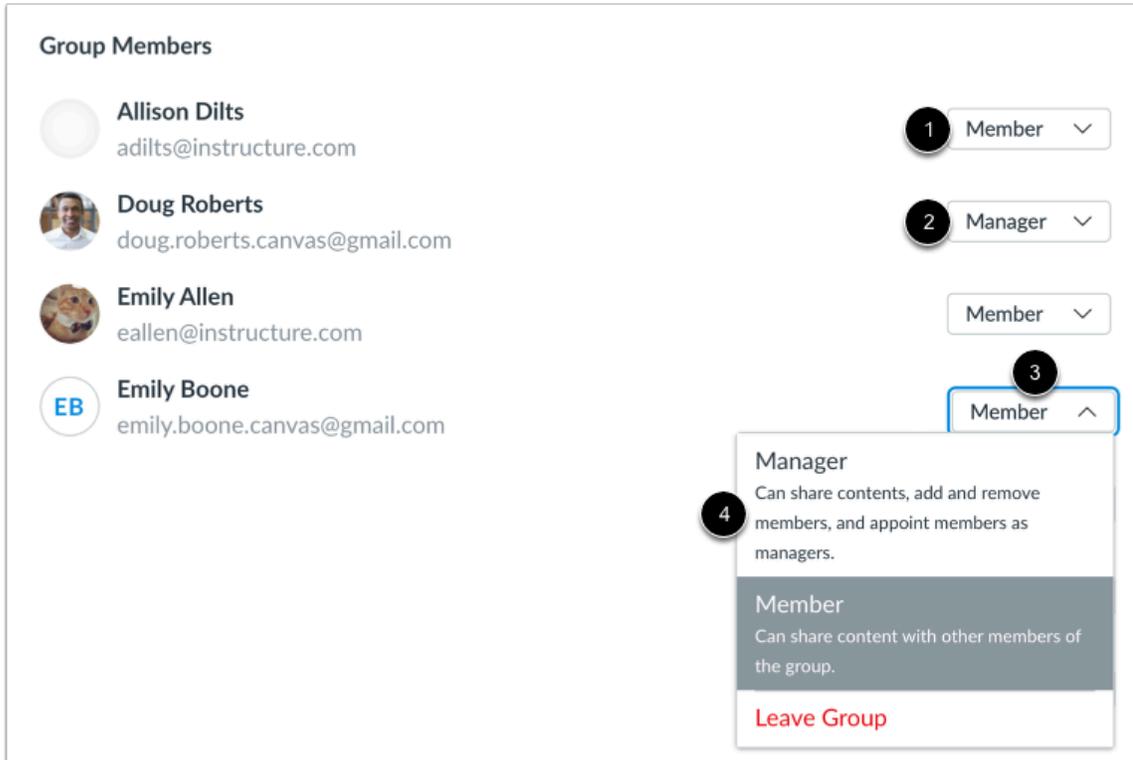
Group Members 1

| | | |
|---|--|--|
| 3  | Doug Roberts doug.roberts.canvas@gmail.com | Manager ▼ |
|  | Emily Boone emily.boone.canvas@gmail.com | 2 → Member ▼ |

Group members display in the **Group Members** list [1]. You can also view each member's group role [2].

Note: When you create a group, you are automatically added to the group as a group manager [3].

View Group Member Roles



The screenshot displays the 'Group Members' section of a Canvas interface. It lists four members: Allison Dilts (Member), Doug Roberts (Manager), Emily Allen (Member), and Emily Boone (Member). Each member has a role dropdown menu. A callout box for the 'Member' role is open, showing the 'Manager' role selected. The callout box contains the following text:

- Manager**
Can share contents, add and remove members, and appoint members as managers.
- Member**
Can share content with other members of the group.
- [Leave Group](#)

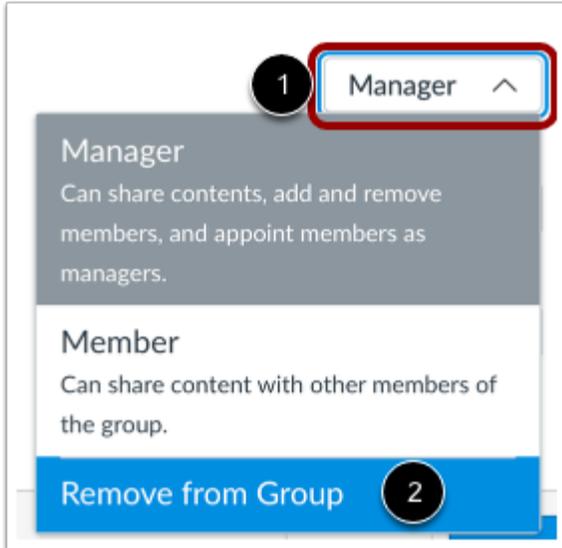
Studio group users may have one of two group member roles.

By default, group members are added with the **Member** role [1]. Members can share Studio media content with other members in the group.

Alternatively, group members may be assigned the **Manager** role [2]. Managers can share content with other group members, add and remove group members, and assign others as group managers.

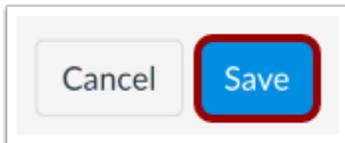
To change a group member's user role, locate the user in the list and click the **Role** drop-down menu [3]. Click to select a user role [4].

Remove Group Member



To remove a group member from the list, locate the user in the list and click the **Role** drop-down menu [1]. Then click the **Remove from Group** option [2].

Save Group



Click the **Save** button.

View Group

| Group Name ▲ | Group ID | Permission | Number of Members | |
|--|----------|------------|-------------------|---|
| APAH Group 1—Early Renaissance | 1 | Member | 3 | ⋮ |

In your Groups page, view the group.

Learn about [viewing your groups](#) and [managing groups](#).

Studio Admins

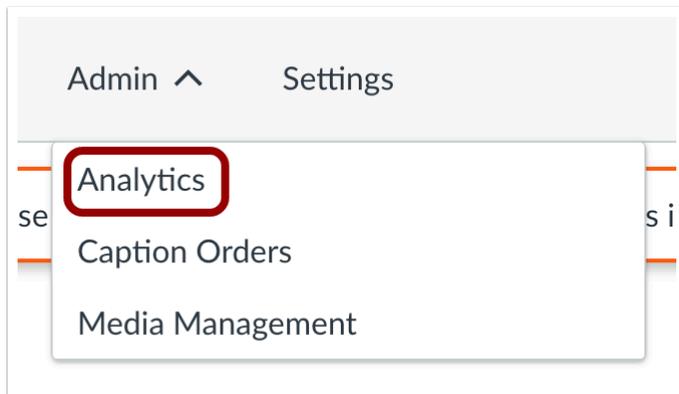
How do I view Studio Analytics usage data for my institution's Canvas Studio account?

As an admin, you can view usage data for your institution's Studio account. Studio Analytics show media usage and user activity for your account.

Studio [media analytics](#) include data about media count, duration, storage, and the number of courses with embedded media.

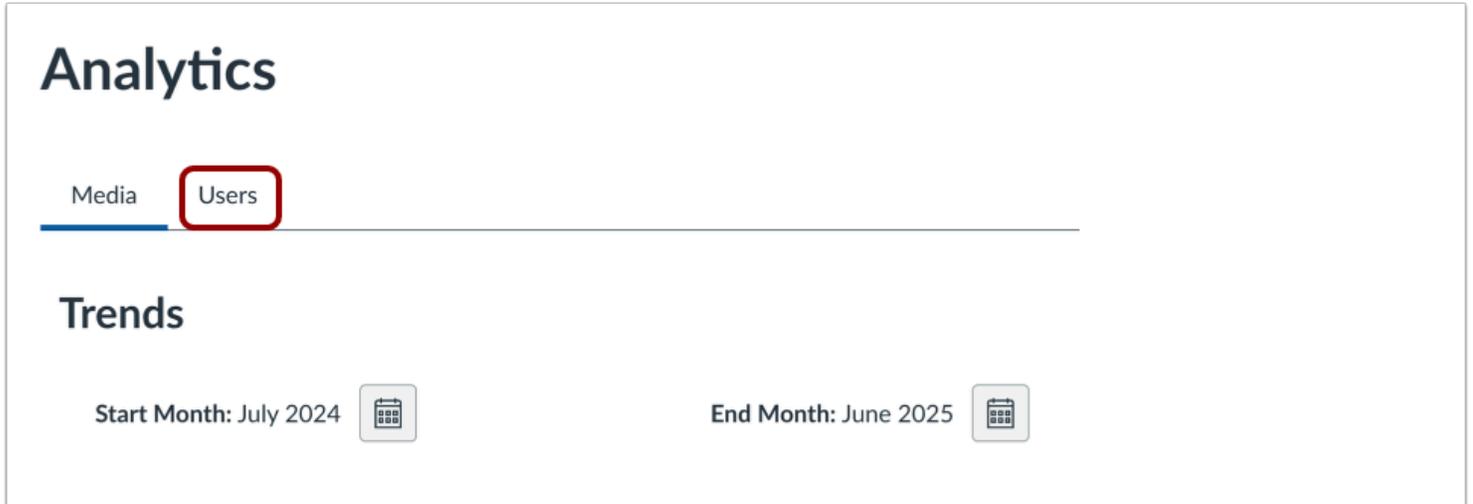
Studio [user analytics](#) include the number of users in your Studio account, as well as the top ten users by upload and by storage.

Open Studio Analytics



In the **Admin** drop-down menu, click the **Analytics** link.

View Studio Analytics



Analytics

Media **Users**

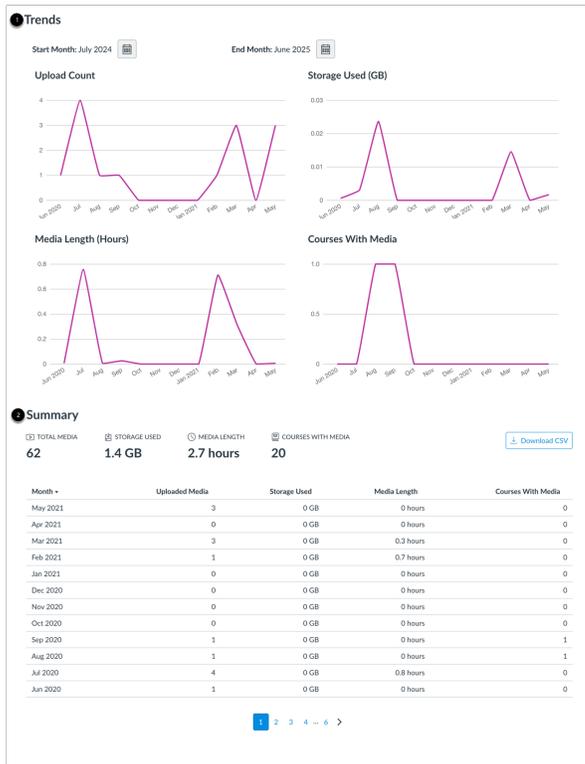
Trends

Start Month: July 2024 

End Month: June 2025 

By default, Studio Analytics displays the Media page. You can also view user analytics from the Users tab.

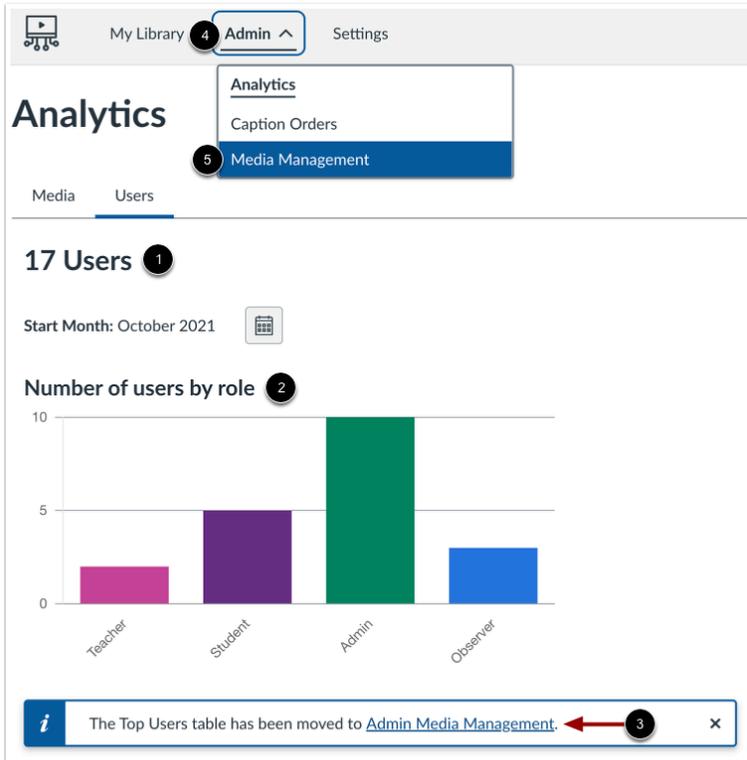
View Media Analytics Page



The [Media page](#) displays your media data in the following sections:

- **Trends** [1]: graphs of your Studio account media trends over twelve months [1].
- **Summary** [2]: an overview of your account's current media totals and a paginated table with media totals organized by month.

View User Analytics Page



The screenshot shows the Canvas Analytics interface. At the top, there is a navigation bar with 'My Library', 'Admin', and 'Settings'. A dropdown menu for 'Admin' is open, showing 'Analytics', 'Caption Orders', and 'Media Management'. The main content area is titled 'Analytics' and has tabs for 'Media' and 'Users'. Under 'Users', it displays '17 Users' and a 'Start Month' of 'October 2021'. A bar chart titled 'Number of users by role' shows the distribution of users across roles: Teacher (2), Student (5), Admin (10), and Observer (3). A notification bar at the bottom states 'The Top Users table has been moved to Admin Media Management.' with a red arrow pointing to the 'Admin Media Management' link.

| Role | Number of Users |
|----------|-----------------|
| Teacher | 2 |
| Student | 5 |
| Admin | 10 |
| Observer | 3 |

The [Users page](#) displays the total number of users in your Studio account [1] and the number of users by role [2].

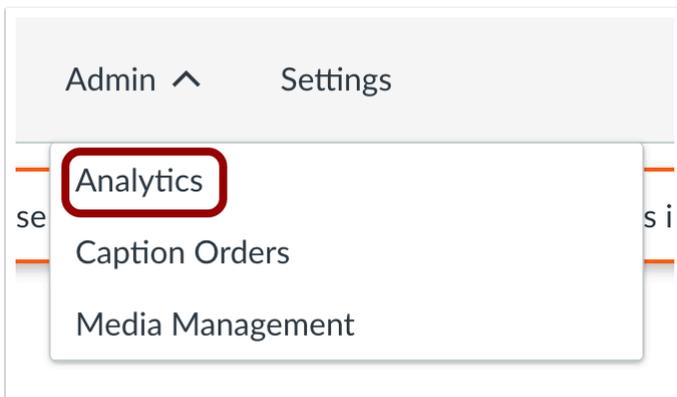
To view the top users table, click the **Admin Media Management** link [3]. Alternatively, from the **Admin** drop-down menu [4], select the **Media Management** option [5].

How do I view Studio Analytics media usage data for my institution's Canvas Studio account?

As an admin, you can view usage data for your institution's Studio account. Studio media analytics include media count, duration, storage used, and the number of courses with uploaded media.

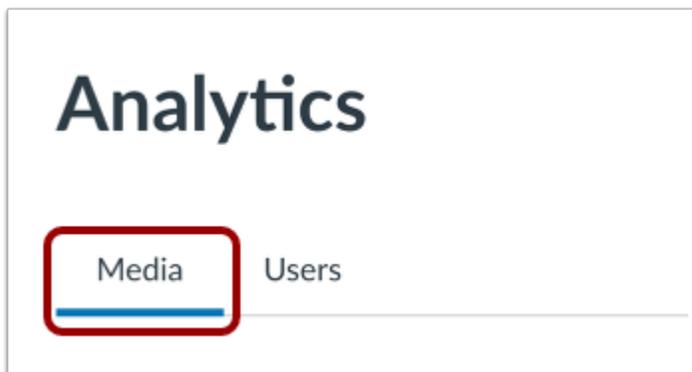
You can also view [Studio user analytics](#).

Open Studio Analytics



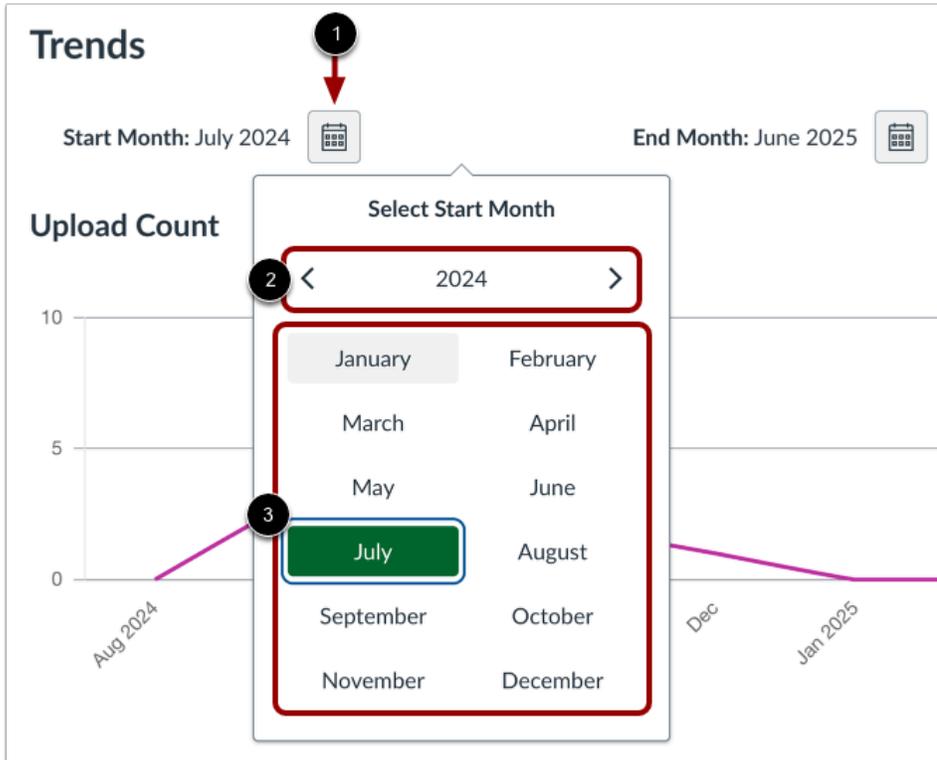
In the Admin drop-down menu, click the **Analytics** link.

View Media Tab



By default, Studio Analytics displays the **Media** tab.

Select Date Range



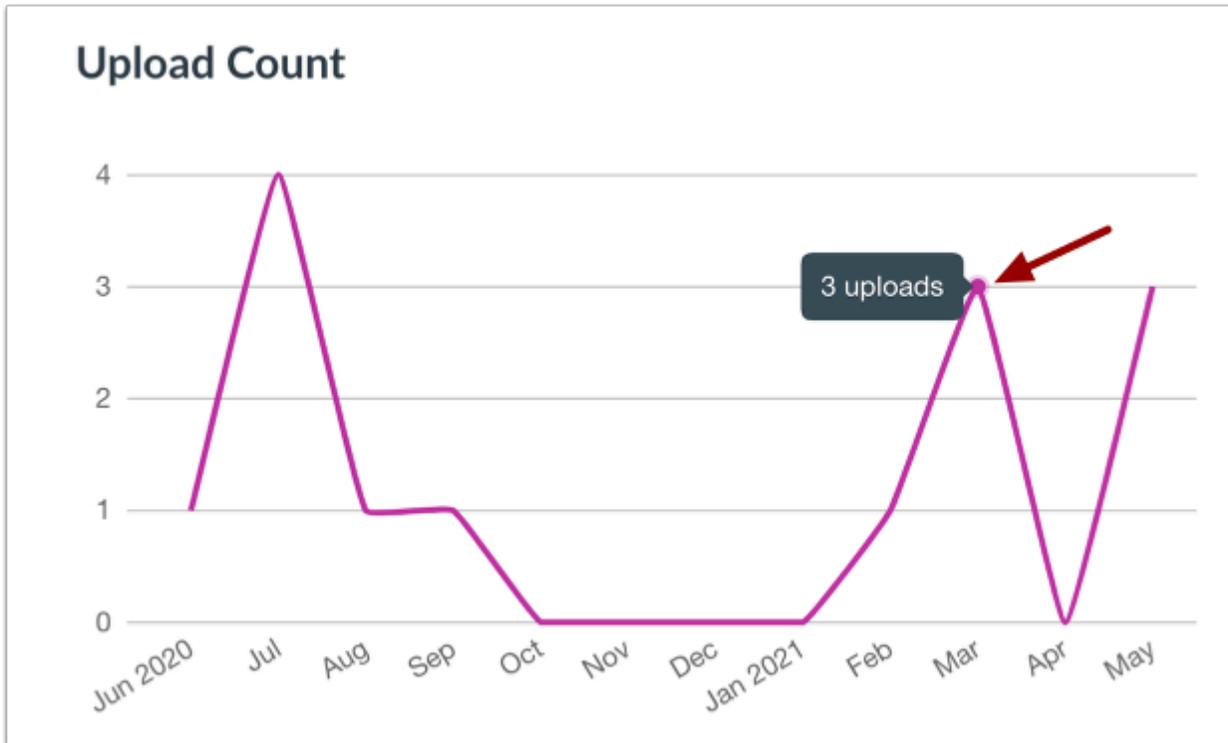
By default, the Media page displays data for the current twelve month interval. However, you can customize the date range for the displayed data.

To select a different start or end month and year, click the **calendar** icon [1].

To select a different year, click the **arrow** icons [2].

To select a month, click the corresponding button for the desired month [3].

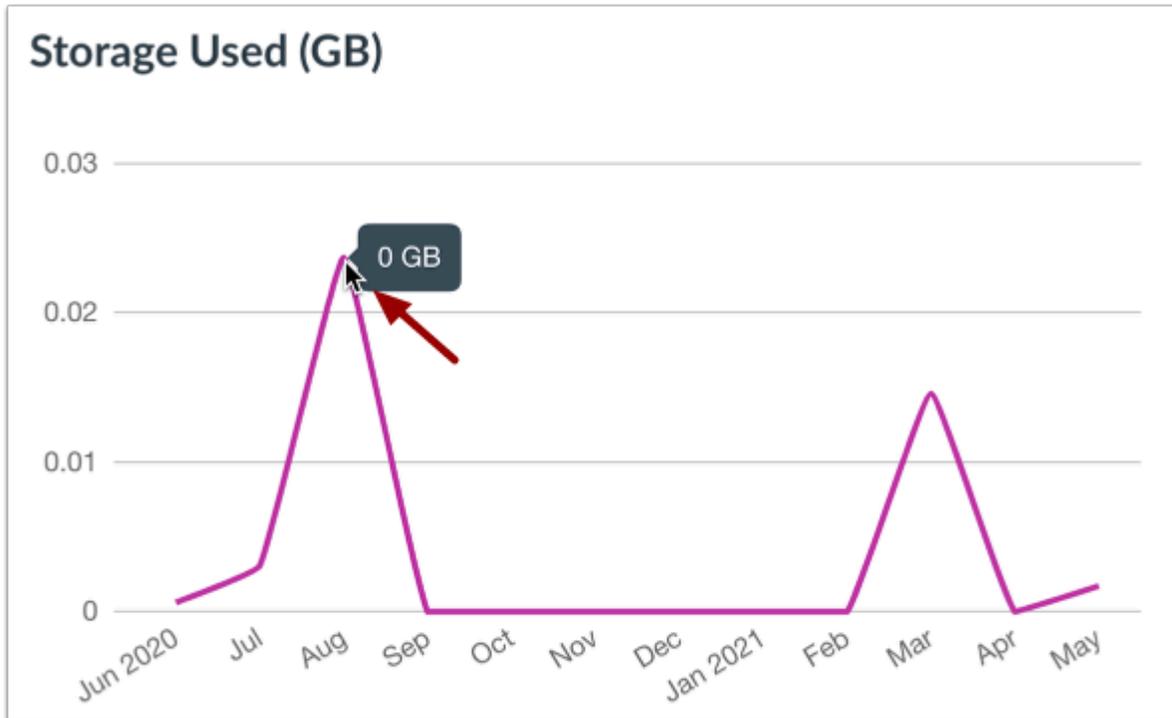
View Upload Count Graph



The Upload Count Graph displays the number of new media uploaded in your Studio account for each month in the defined time range. To view the total of new uploads for a specific month, hover over the corresponding point in the graph.

Note: Deleted Studio media does not affect the Upload Count graph. The graph only displays the number of uploads and does not adjust if media is also removed from your Studio account in that month. You can view your account's current media total in the Summary section.

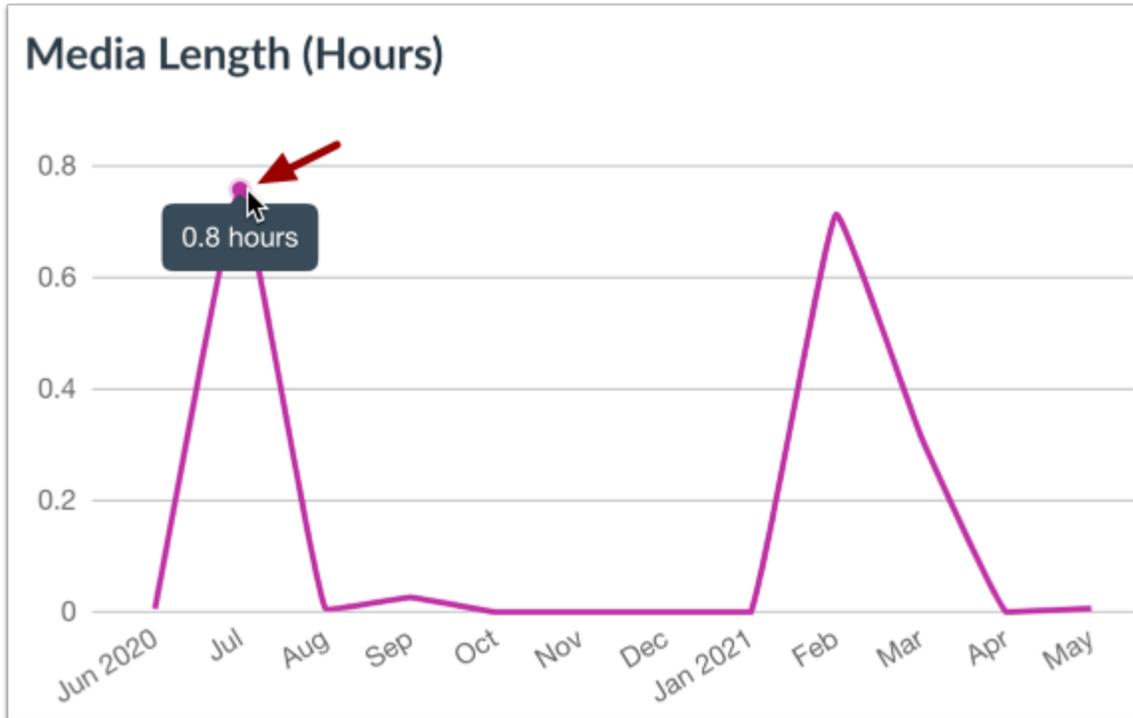
View Storage Used Graph



The Storage Used graph displays the amount of storage used by Studio media in the account for the defined time range. To view the storage used for uploads in a specific month, hover over the corresponding point in the graph.

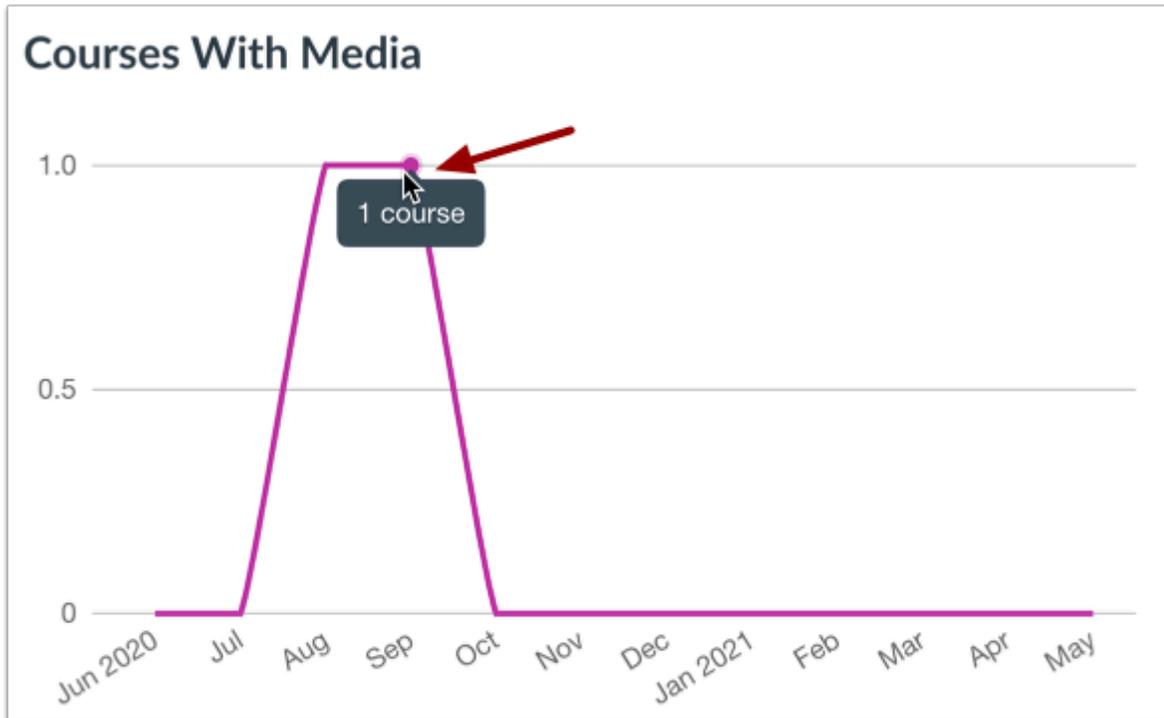
Note: The Storage Used graph may display a zero if the total amount of storage used is less than 50MB.

View Media Length Graph



The Media Length graph displays the total length of Studio media in hours in the account for the defined time range. To view the media length for uploads in a specific month, hover over the corresponding point in the graph.

View Courses With Media Graph



The Course With Media graph displays the total number of newly created courses with uploaded Studio media in your account for the defined time range. To view the number of newly created courses with studio media in a specific month, hover over the corresponding point in the graph.

Note: If new media is added to an existing course, the course is not included in the Courses With Media count for the month.

View Account Summary

Summary

1

📺 TOTAL MEDIA
62

2

💾 STORAGE USED
1.4 GB

3

🕒 MEDIA LENGTH
2.7 hours

📄 COURSES WITH MEDIA
20

3

[Download CSV](#)

| Month ▾ | Uploaded Media | Storage Used | Media Length | Courses With Media |
|----------|----------------|--------------|--------------|--------------------|
| May 2021 | 3 | 0 GB | 0 hours | 0 |
| Apr 2021 | 0 | 0 GB | 0 hours | 0 |
| Mar 2021 | 3 | 0 GB | 0.3 hours | 0 |
| Feb 2021 | 1 | 0 GB | 0.7 hours | 0 |
| Jan 2021 | 0 | 0 GB | 0 hours | 0 |
| Dec 2020 | 0 | 0 GB | 0 hours | 0 |
| Nov 2020 | 0 | 0 GB | 0 hours | 0 |
| Oct 2020 | 0 | 0 GB | 0 hours | 0 |
| Sep 2020 | 1 | 0 GB | 0 hours | 1 |
| Aug 2020 | 1 | 0 GB | 0 hours | 1 |
| Jul 2020 | 4 | 0 GB | 0.8 hours | 0 |
| Jun 2020 | 1 | 0 GB | 0 hours | 0 |

1
2
3
4
...
6
>

The Summary section displays the current media analytics data for your Studio account [1] as well as a paginated list of your Studio media analytics by month [2].

To download the monthly analytics list as a CSV file, click the **Download CSV** button [3].

View Current Account Media Summary

Summary

1

📺 TOTAL MEDIA
62

2

💾 STORAGE USED
1.4 GB

3

🕒 MEDIA LENGTH
2.7 hours

4

📄 COURSES WITH MEDIA
20

View the current media analytics for your account:



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- **Total Media** [1]: the current total number of media uploaded in your Studio account. This number is affected by media uploads and deletions.
- **Storage Used** [2]: the current amount of storage used in your Studio account.
- **Media Length** [3]: the current total length of all Studio media in your account.
- **Courses with Media** [4]: the current total number of courses in your account with at least one Studio media upload.

View Media Analytics List

| Month ▾ | Uploaded Media ▲ | Storage Used | Media Length | Courses With Media |
|----------|------------------|--------------|--------------|--------------------|
| May 2021 | 0 | 0 GB | 0 hours | 0 |
| Apr 2021 | 0 | 0 GB | 0 hours | 0 |
| Mar 2021 | 3 | 0 GB | 0.3 hours | 0 |
| Feb 2021 | 1 | 0 GB | 0.7 hours | 0 |
| Jan 2021 | 0 | 0 GB | 0 hours | 0 |
| Dec 2020 | 0 | 0 GB | 0 hours | 0 |
| Nov 2020 | 0 | 0 GB | 0 hours | 0 |
| Oct 2020 | 0 | 0 GB | 0 hours | 0 |
| Sep 2020 | 1 | 0 GB | 0 hours | 1 |
| Aug 2020 | 1 | 0 GB | 0 hours | 1 |
| Jul 2020 | 4 | 0 GB | 0.8 hours | 0 |
| Jun 2020 | 1 | 0 GB | 0 hours | 0 |

1 2 3 4 ... 6 >

View the media analytics list for your account.

By default, the list displays data in descending order from the most to least recent date [1]. To sort the list in ascending or descending order by uploaded media, storage, length, or courses with media, click the header name [2].

To view additional data for your account, use the page navigation icons and links [3].

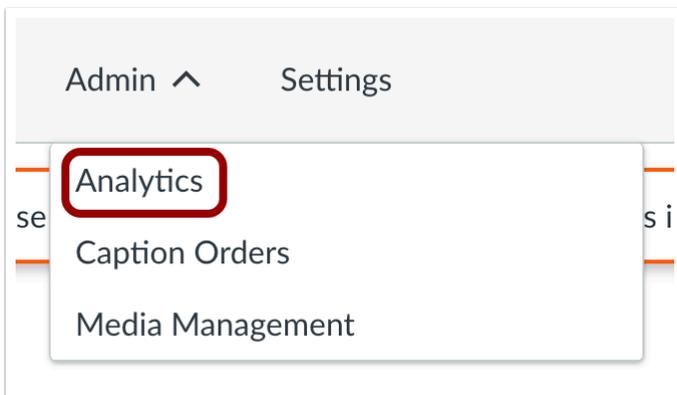
Note: If the uploaded media in a month is less than 50 MB, the Storage Used column displays 0MB [4].

How do I view Studio Analytics for users in my institution's Canvas Studio account?

As an admin, you can view usage data for your institution's Studio account. Studio user analytics show how many users are in your account and list the top ten users by upload and storage.

You can also view [Studio media analytics](#).

Open Studio Analytics



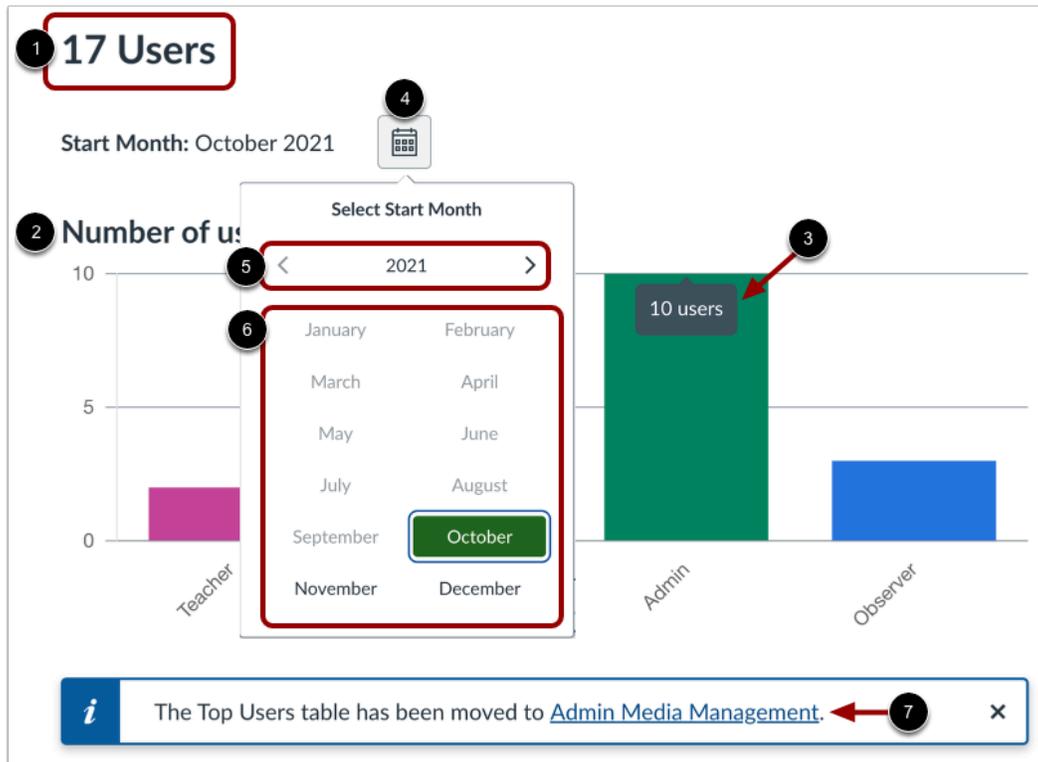
In the Admin drop-down menu, click the **Analytics** link.

Open User Tab



By default, Studio Analytics displays the Media tab. To view user analytics, click the **Users** tab.

View User Counts



The Users page displays the total number of users in your Studio account [1].

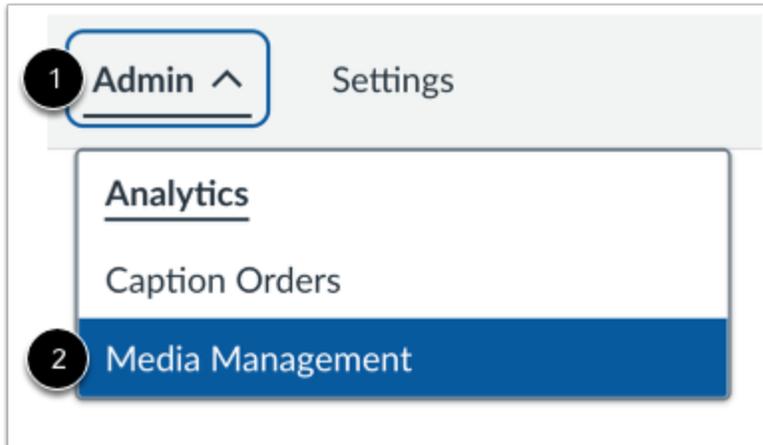
You can view the total number of users for each user role in the **Number of Users by Role** graph [2]. To view the number of users in your account for a specific user role, hover over the bar in the graph [3].

You can also view user counts for a certain period of time by clicking the **Calendar** icon [4]. To select a different year, click the **Arrow** icons [5]. To select a month, click the corresponding button for the desired month [6].

To view the top users, click the **Admin Media Management** link [7].

Note: The Number of Users By Role graph displays the total number of users assigned to each role. The sum of the users in the graph may differ from the total number of users in your account if a user is enrolled in multiple courses with more than one user role.

Open Media Management



Alternatively, you can access the Media Management page by clicking the **Admin** drop-down menu and selecting the **Media Management** option.

View Top Users by Upload

Top Users

1 By Uploads By Storage

| | 2 User Name | 3 Email | 4 Uploaded Media |
|----|---------------|--|------------------|
| 1 | Doug Roberts | doug.roberts.canvas@gmail.com | 14 |
| 2 | Andy Admin | andy.ad.canvas@gmail.com | 13 |
| 3 | Andy Admin | docbridgeuser@instructure.com | 7 |
| 4 | Max Johnson | 5 max.johnson.canvas@gmail.com | 5 |
| 5 | Emily Boone | emily.boone.canvas@gmail.com | 4 |
| 6 | Doug Roberts | docbridgeuser+14@instructure.com | 4 |
| 7 | Demi Smith | nbodily+demi@instructure.com | 3 |
| 8 | Jessica Doe | jessica.doe.canvas@gmail.com | 2 |
| 9 | Adam Pierce | docbridgeuser+11@instructure.com | 2 |
| 10 | Erin Hallmark | erin@instructure.com | 1 |

By default, the Top Users section displays the **By Uploads** tab [1]. The Top Users By Uploads list displays the top ten users with the most media uploads in your account. For each user, the list displays the user name [2], email [3], and number of uploaded media [4].

To email a user in the list, locate the user in the list and click their email link [5].

View Top Users by Storage

Top Users

By Uploads By Storage

| | 2 User Name | 3 Email | 4 Storage Used |
|----|----------------|--|-------------------|
| 1 | Andy Admin | andy.ad.canvas@gmail.com | 0.7 GB |
| 2 | Doug Roberts | doug.roberts.canvas@gmail.com | 0.3 GB |
| 3 | Max Johnson | 5 → max.johnson.canvas@gmail.com | 0.2 GB |
| 4 | Jessica Doe | jessica.doe.canvas@gmail.com | 0.1 GB |
| 5 | Doug Roberts | docbridgeuser+14@instructure.com | 0 GB |
| 6 | Andy Admin | docbridgeuser@instructure.com | 0 GB |
| 7 | Emily Boone | emily.boone.canvas@gmail.com | 6 → 0 GB |
| 8 | Erin Hallmark | erin@instructure.com | 0 GB |
| 9 | Adam Pierce | docbridgeuser+11@instructure.com | 0 GB |
| 10 | Test Student | | 0 GB |

To view the top ten users by storage, click the **By Storage** tab [1]. The Top Users By Storage list displays the top ten users whose media occupies the most storage in your Studio account. For each user, the list displays the user name [2], email [3], and number of uploaded media [4].

To email a user in the list, locate the user in the list and click their email link [5].

Note: If the user's uploaded media is less than 50 MB, the Storage Used column displays 0MB [6].

How do I view and manage media as a Studio Admin?

As a Studio Admin, you can view and manage your institution's entire Studio account from the Admin menu.

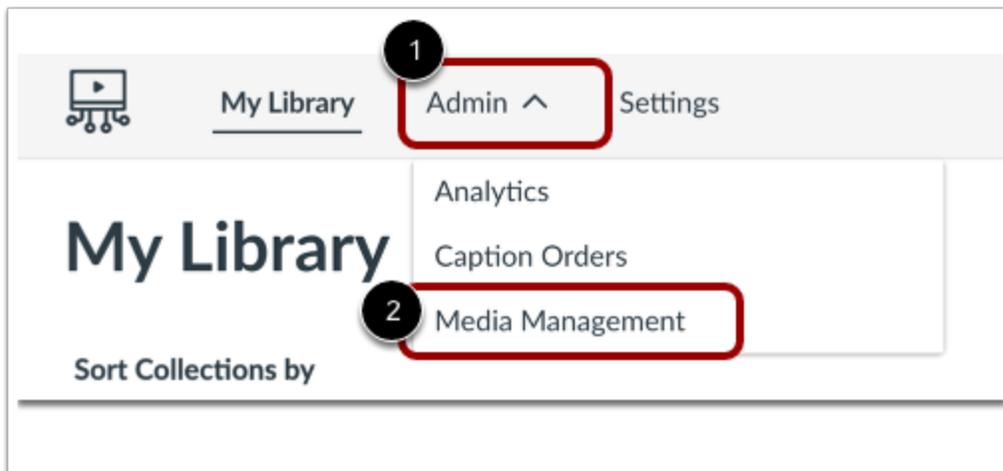
In the Courses tab, media displays sorted by the course in which it is used.

In the Users tab, media displays sorted by user name. From the users tab, you can view and edit user details and [manage user admin privileges](#) and [captioning roles](#). You can also [view, manage, and add media to user libraries](#).

In the Media tab, all media displays sorted in alphabetic order by default. You can view course use details, upload and viewing history and tag and delete media.

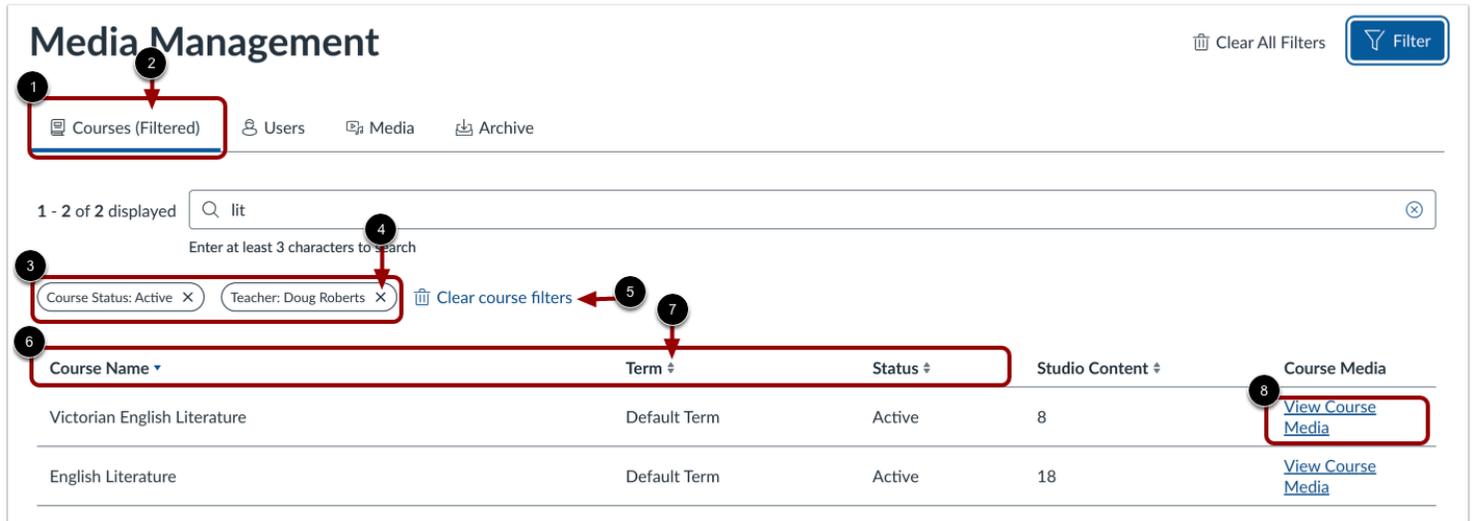
You can also use the [search and filter options](#) to locate media and users libraries.

Open Media Management



In the Studio navigation menu, click the **Admin** drop-down menu [1]. Then, click the **Media Management** link [2].

View Courses



The screenshot shows the 'Media Management' interface. At the top, there are tabs for 'Courses (Filtered)', 'Users', 'Media', and 'Archive'. A search bar contains 'lit' with a 'Filter' button. Below the search bar, there are filter buttons for 'Course Status: Active' and 'Teacher: Doug Roberts', along with a 'Clear course filters' link. A table lists courses with columns for 'Course Name', 'Term', 'Status', 'Studio Content', and 'Course Media'. The first row is 'Victorian English Literature' and the second is 'English Literature'. The 'View Course Media' link for the first row is circled in red.

| Course Name | Term | Status | Studio Content | Course Media |
|------------------------------|--------------|--------|----------------|-----------------------------------|
| Victorian English Literature | Default Term | Active | 8 | View Course Media |
| English Literature | Default Term | Active | 18 | View Course Media |

To view courses, click the **Courses** tab [1]. If the list has been filtered, the (Filtered) notification displays [2], and filter names display [3].

To delete a single filter, click the **Delete** icon [4].

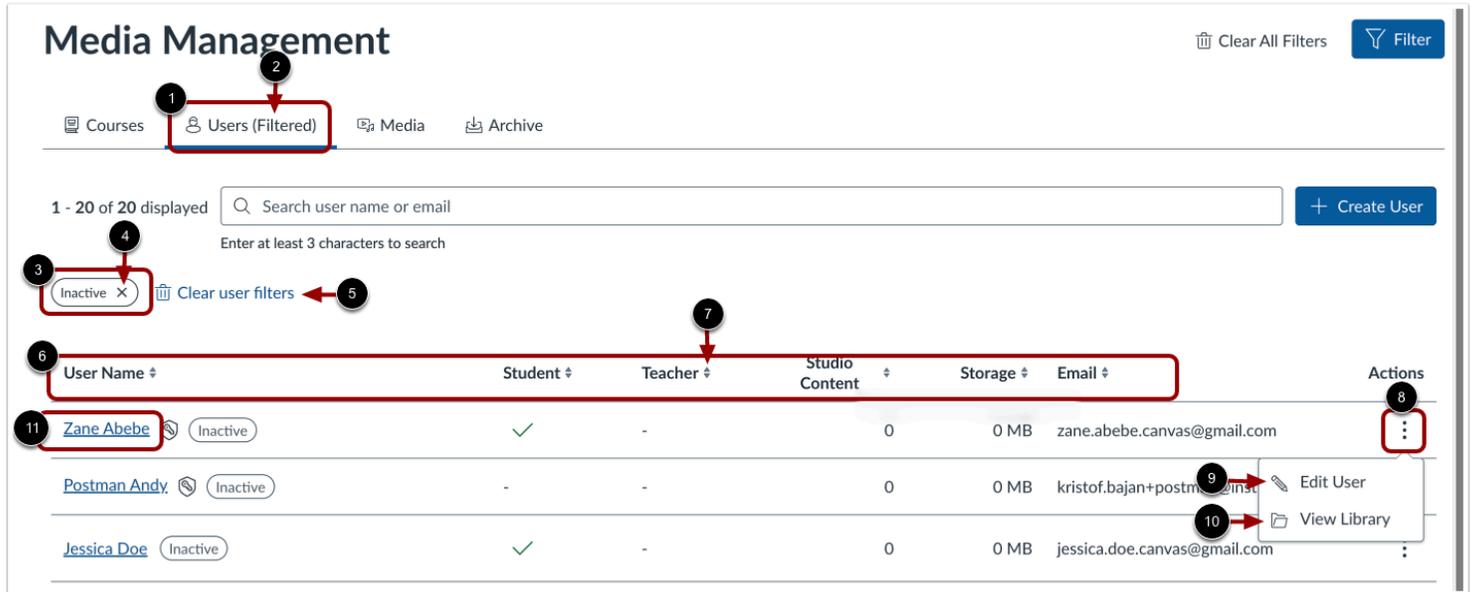
To clear all filters in the list, click the **Clear course filters** link [5].

To sort the list by course name, term, status, or number of media items the course contains, click the appropriate column header [6]. To reverse a column's alphabetic or numeric order, click the header order indicator [7].

To view a Course's media, click the **View Course Media** link [8].

Note: Courses that list Studio Content as 0 have had all media deleted.

View Users



Media Management Clear All Filters Filter

[Courses](#) **Users (Filtered)** [Media](#) [Archive](#)

1 - 20 of 20 displayed + Create User
Enter at least 3 characters to search

Inactive Clear user filters

| User Name | Student | Teacher | Studio Content | Storage | Email | Actions |
|--|---------|---------|----------------|---------|---------------------------------------|---|
| Zane Abebe Inactive | ✓ | - | 0 | 0 MB | zane.abebe.canvas@gmail.com | Edit User View Library |
| Postman Andy Inactive | - | - | 0 | 0 MB | kristof.bajan+postman@instructure.com | |
| Jessica Doe Inactive | ✓ | - | 0 | 0 MB | jessica.doe.canvas@gmail.com | |

To view a list of all users and the media content they own, click the **Users** tab [1]. If the list has been filtered, the (Filtered) notification displays [2], and filter names display [3].

To delete a single filter, click the **Delete** icon [4].

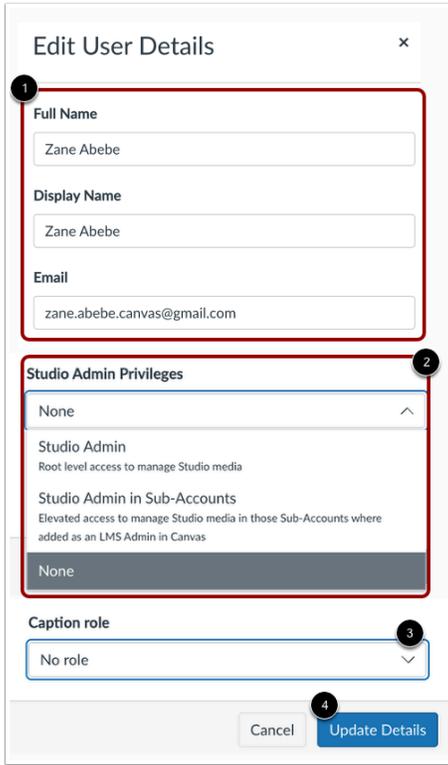
To clear all filters in the list, click the **Clear user filters** link [5].

To sort the list by user name, role, number of media items owned, storage usage, or email address, click the appropriate column header [6]. To reverse a column's alphabetic or numeric order, click the header order indicator [7].

To edit user details or manage a user's library, click the **Options** menu [8]. Then, to edit user details, click the **Edit User** link [9].

To [view and manage a user's library](#), click the **View Library** link [10]. Alternatively, to view the library of a single user, you can click the user's name link [11].

Edit User Details



To edit a user's name, display name, or email address, enter text in the appropriate field [1].

To edit a user's Studio admin privileges, click the **Studio Admin Privileges** drop-down menu [2].

To change a user's caption approval role, click the **Caption role** drop-down menu [3].

To save changes, click the **Update Details** button [4].

View Media



The screenshot shows the Media Management interface. At the top, there are tabs for 'Courses (Filtered)', 'Users', 'Media (Filtered)', and 'Archive'. The 'Media (Filtered)' tab is selected and highlighted with a red box and callout 1. A 'Media (Filtered)' notification is also highlighted with a red box and callout 2. Below the tabs is a search bar with the text '1 - 18 of 18 displayed' and 'Search media title'. A search filter is applied: 'Media Type: Studio content' and 'Without Captions', both highlighted with a red box and callout 3. A 'Clear media filters' link is highlighted with a red box and callout 5. Below the search bar is a table with columns: 'Media Title', 'Course', 'Last Viewed', 'Upload Date', 'Size', 'Duration', 'Media Details', and 'Actions'. The 'Media Title' column header is highlighted with a red box and callout 6. The 'Screen Recording' row has a 'Quiz' icon highlighted with a red box and callout 9. The 'View Media Details' link for the 'Screen Recording' row is highlighted with a red box and callout 8.

To view a list of all media items in your institution's account, click the **Media** tab [1]. If the list has been filtered, the (Filtered) notification displays [2], and filter names display [3].

To delete a single filter, click the **Delete** icon [4].

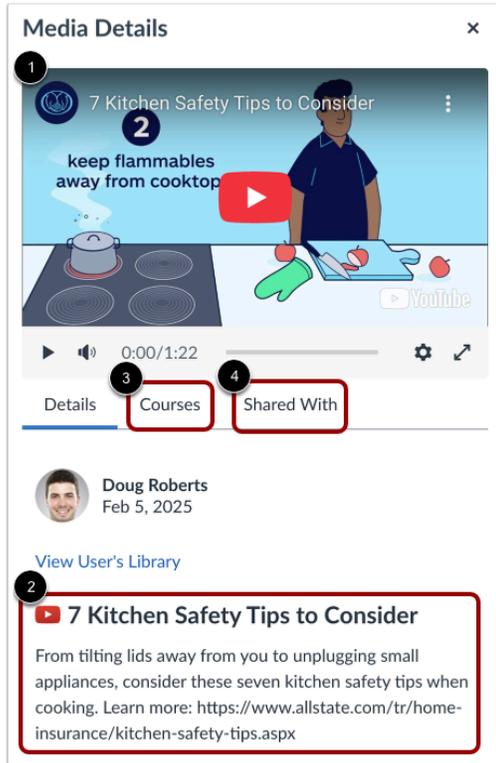
To clear all filters in the list, click the **Clear media filters** link [5].

To sort the list by user name, role, number of media items owned, storage usage, or email address, click the appropriate column header [6]. To reverse a column's alphabetic or numeric order click the header order indicator [7].

To view media details, click the **View Media Details** link [8].

Note: Media that includes a quiz displays the Quiz icon [9].

View Media Details



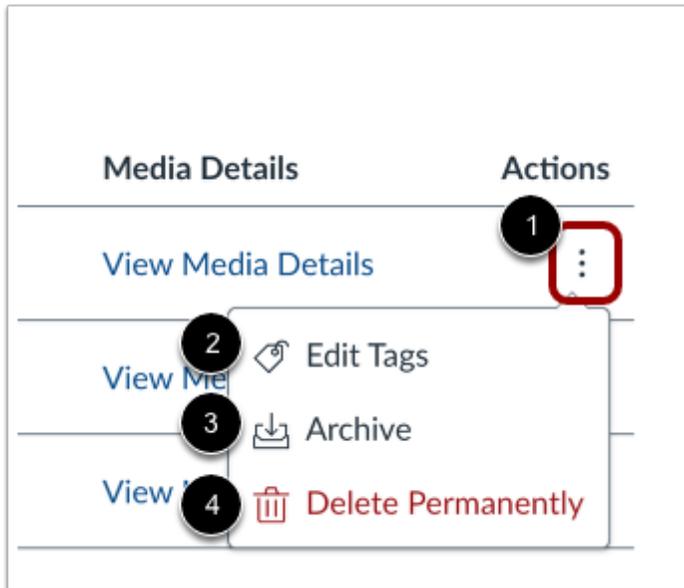
In the Media Details window, the media viewer displays [1].

By default, the Details tab displays a short description of the media [2].

To view courses in which the media is embedded, click the **Courses** tab [3].

To view a list of users the media has been shared with, click the **Shared With** tab [4].

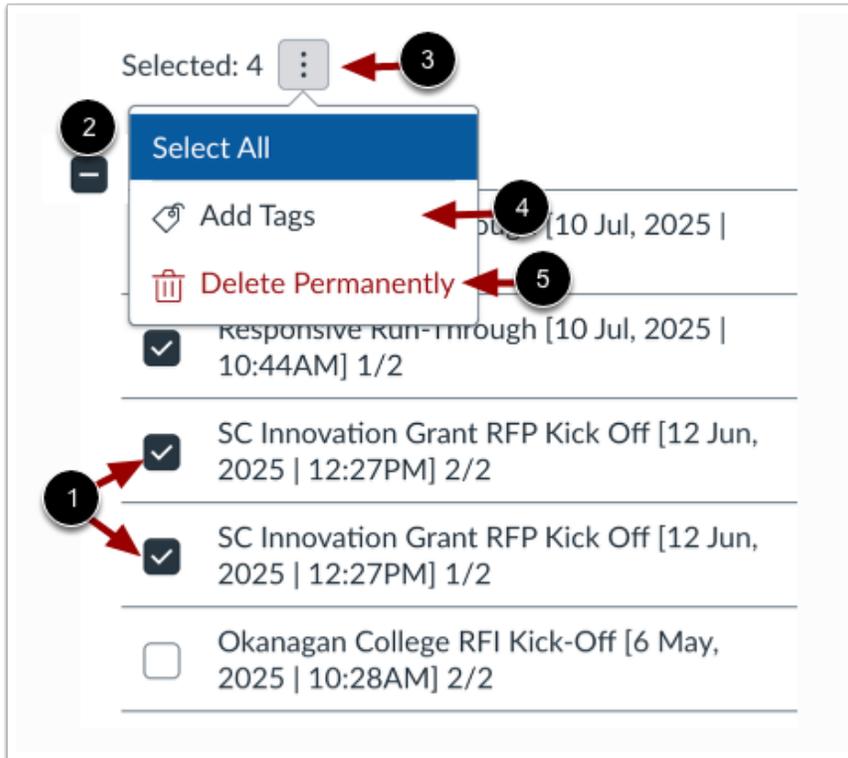
Edit Tags or Delete Individual Media



To tag or delete a single media item, click the item's **Options** menu [1].

To edit tags that have been applied to the item, click the **Edit Tags** link [2]. To archive the item, click the **Archive** link [3]. To delete the item, click the **Delete Permanently** link [4].

Bulk Tag or Delete Media



To tag or delete multiple media, click the item checkboxes [1].

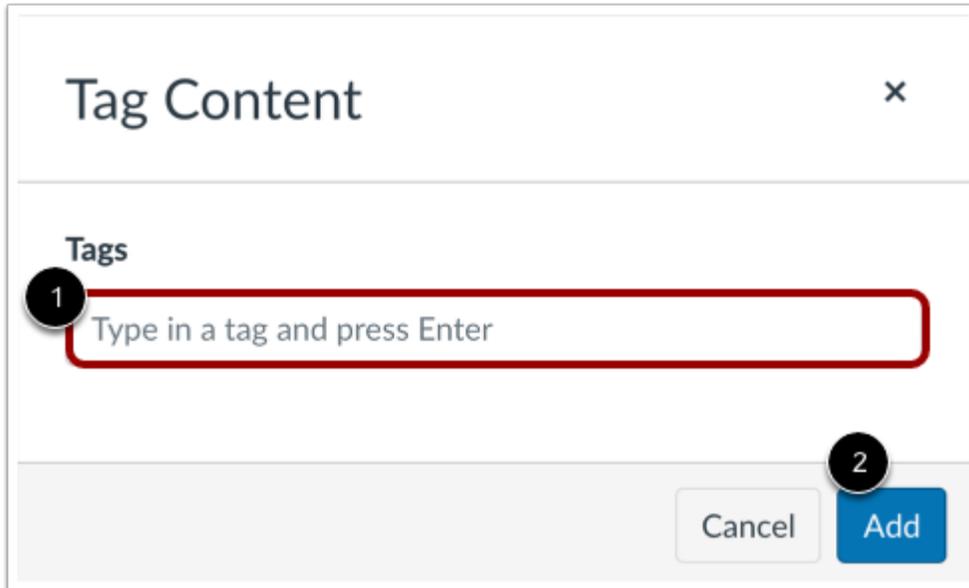
To select all media in the list, click the **Select All** check box [2].

Click the **Options** menu [3].

To tag selected media, click the **Tag** link [4].

To delete selected media, click the **Delete Permanently** link [5].

Tag Content

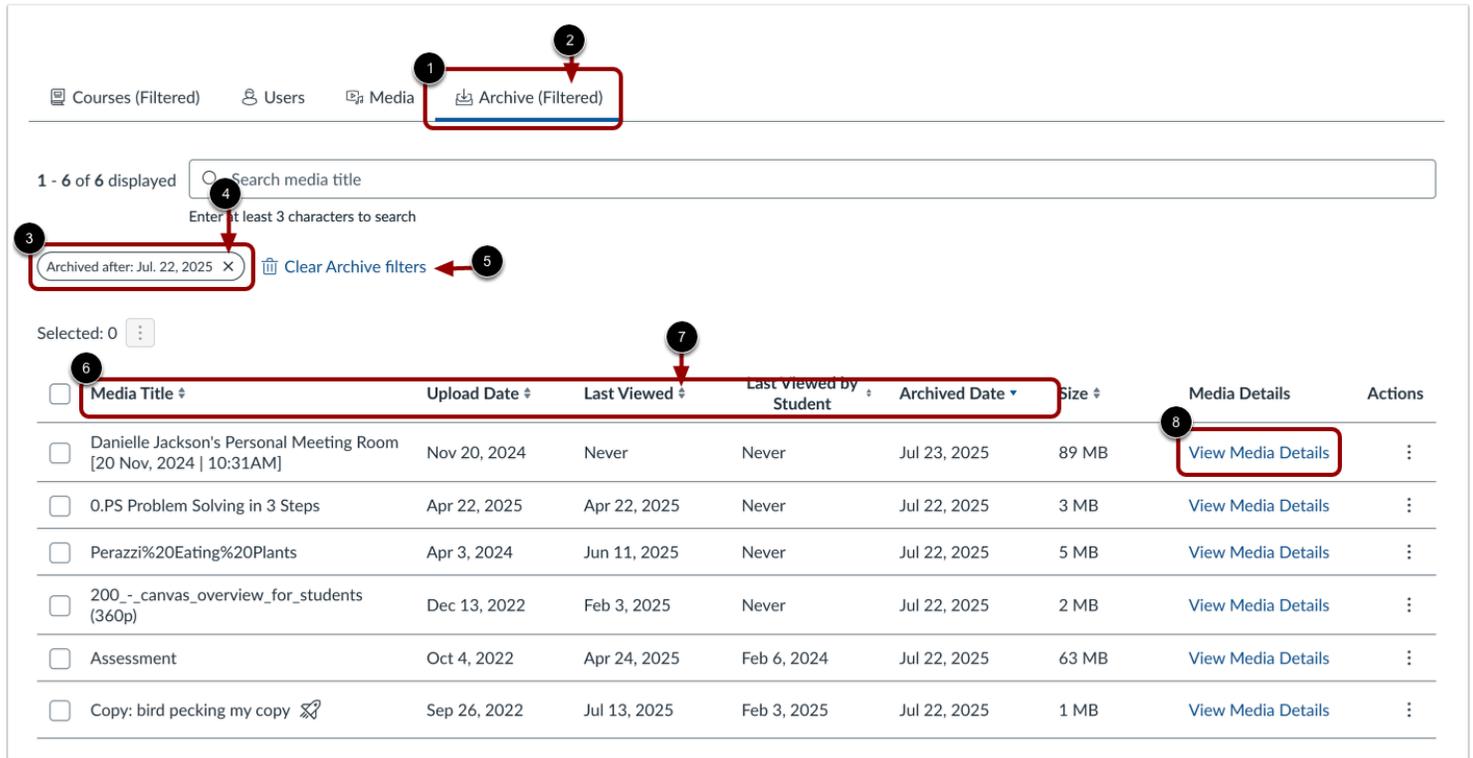


The screenshot shows a dialog box titled "Tag Content" with a close button (X) in the top right corner. Below the title bar, there is a section labeled "Tags". A red rectangular box highlights a text input field with the placeholder text "Type in a tag and press Enter". A black circle with the number "1" is positioned to the left of the input field. At the bottom right of the dialog, there are two buttons: a "Cancel" button and an "Add" button. A black circle with the number "2" is positioned above the "Add" button.

In the Tag Content window, enter a tag in the **Tags** field [1]. To add an additional tag, press **Enter** on your keyboard.

To save tags, click the **Add** button [2].

View Archive



The screenshot shows the Canvas Studio Archive interface. At the top, there are navigation tabs: Courses (Filtered), Users, Media, and Archive (Filtered). The 'Archive (Filtered)' tab is highlighted with a red box and a callout '1'. Below the tabs is a search bar with the text '1 - 6 of 6 displayed' and 'Search media title'. A callout '4' points to the search bar. Below the search bar, there is a filter 'Archived after: Jul. 22, 2025' with a callout '3' and a 'Clear Archive filters' link with a callout '5'. Below the filters, there is a table of media items. The table has columns: Media Title, Upload Date, Last Viewed, Last viewed by Student, Archived Date, Size, Media Details, and Actions. A callout '6' points to the 'Media Title' header, and a callout '7' points to the 'Last Viewed' header. The first row of the table is highlighted with a red box, and a callout '8' points to the 'View Media Details' link in the 'Media Details' column of that row.

| Media Title | Upload Date | Last Viewed | Last viewed by Student | Archived Date | Size | Media Details | Actions |
|---|--------------|--------------|------------------------|---------------|-------|--------------------|---------|
| Danielle Jackson's Personal Meeting Room [20 Nov, 2024 10:31AM] | Nov 20, 2024 | Never | Never | Jul 23, 2025 | 89 MB | View Media Details | ⋮ |
| 0.PS Problem Solving in 3 Steps | Apr 22, 2025 | Apr 22, 2025 | Never | Jul 22, 2025 | 3 MB | View Media Details | ⋮ |
| Perazzi%20Eating%20Plants | Apr 3, 2024 | Jun 11, 2025 | Never | Jul 22, 2025 | 5 MB | View Media Details | ⋮ |
| 200_-_canvas_overview_for_students (360p) | Dec 13, 2022 | Feb 3, 2025 | Never | Jul 22, 2025 | 2 MB | View Media Details | ⋮ |
| Assessment | Oct 4, 2022 | Apr 24, 2025 | Feb 6, 2024 | Jul 22, 2025 | 63 MB | View Media Details | ⋮ |
| Copy: bird pecking my copy | Sep 26, 2022 | Jul 13, 2025 | Feb 3, 2025 | Jul 22, 2025 | 1 MB | View Media Details | ⋮ |

To view courses, click the **Archive** tab [1]. If the list has been filtered, the (Filtered) notification displays [2], and filter names display [3].

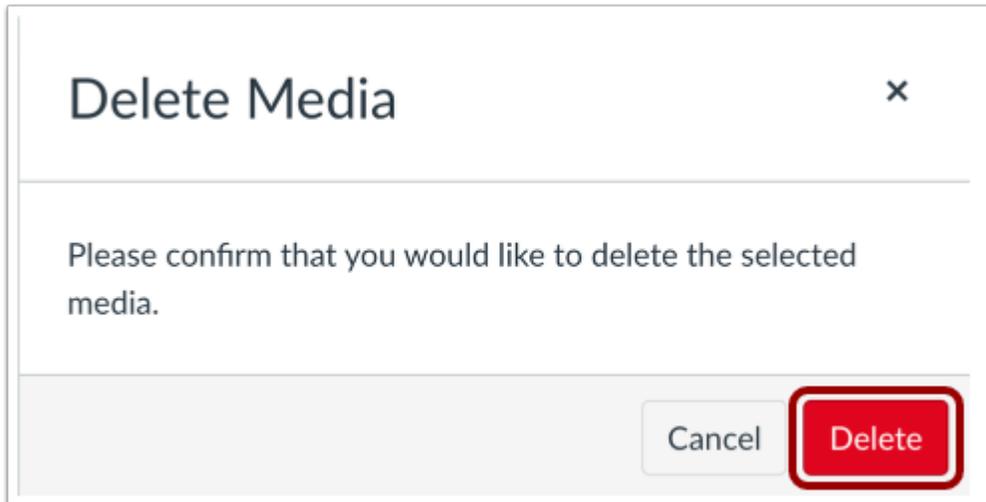
To delete a single filter, click the **Delete** icon [4].

To clear all filters in the list, click the **Clear Archive filters** link [5].

To sort the list by course name, term, status, or number of media items the course contains, click the appropriate column header [6]. To reverse a column's alphabetic or numeric order, click the header order indicator [7].

To view a Course's media, click the **View Media Details** link [8].

Confirm Media Deletion



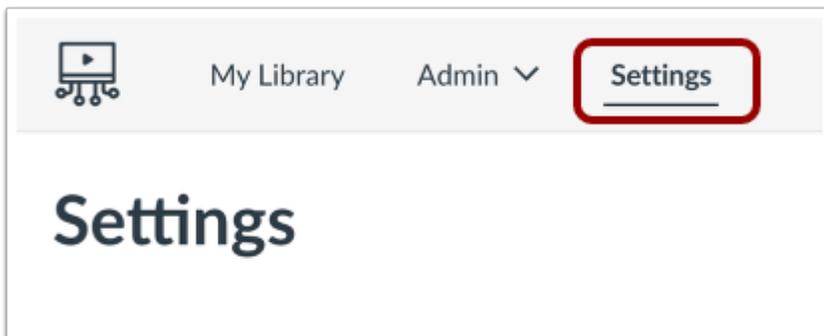
In the Delete Media window, to confirm deletion of the selected media, click the **Delete** button.

How do I manage Canvas Studio settings as an admin?

As a Canvas Studio admin, you can manage your institution's Studio settings. From Studio Settings you can view and manage user role permissions, and manage user groups, conference tool integrations and captioning services. You can also view Studio integrations, view and manage developer keys, manage and add studio users, and view and manage LTI keys.

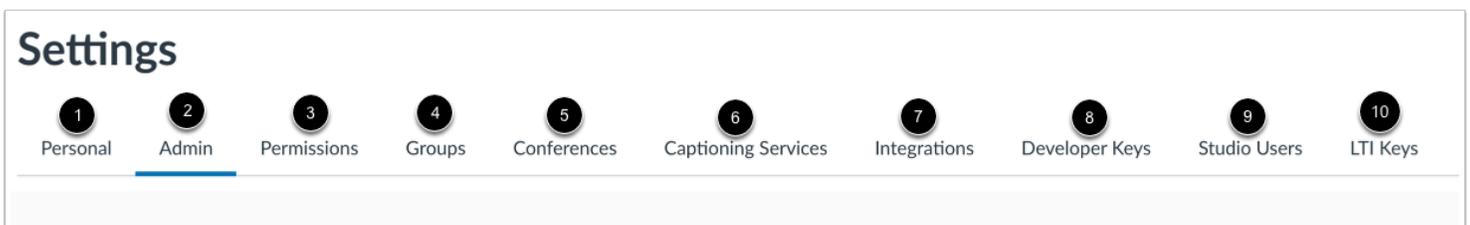
Note: Captioning services are only available if your district contracts with a professional captioning service.

Open Studio Settings



In the Studio Navigation menu, click the **Settings** tab.

View Admin Settings



You can view and manage the following Canvas Studio settings:

- **Personal** [1]: manage your personal settings for captioning media.
- **Admin** [2]: manage embedding and captioning settings for your account, and user accounts.
- **Permissions** [3]: manage [user role permissions](#) for the Canvas Studio default user roles.

- **Groups** [4]: view, create, and manage [user groups](#) for your institution.
- **Conferences** [5]: view and manage conference tool integrations for your institution. Currently, Canvas Studio supports a [Zoom app integration](#) for conferences.
- **Captioning Services (if available)** [6] [manage API settings](#) and [create and assign user roles](#) for professional captioning services.
- **Integrations** [7]: view a list of third-party applications you have authorized to access Studio on your behalf.
- **Developer Keys** [8]: view and manage third-party application and custom integration [developer keys](#) for your Canvas Studio account.
- **Studio Users** [9]: view and manage [user accounts](#) in your Canvas Studio account.
- **LTI Keys** [10]: view and manage your [Canvas Studio LTI keys](#) for Studio integrations.

What user roles and permissions are available for a Canvas Studio account?

In Canvas Studio, there are four user roles: Studio Admin, Studio Admin in Sub-Account, Teacher, and Student. All roles in Studio are inherited from the institution's Canvas account by default.

Note: You can be a Studio Admin even if you are not a Canvas Admin. As a Studio Admin, you can manage user permissions in Studio. However, you may not be able to manage permissions for users in Canvas.

Admin Roles

- **Studio Admin:** Has root-level permissions for the entire account. Studio Admins can [create](#) and [manage](#) other user's accounts, and they can [view and manage](#) the Studio media library for the account. Users with the LMS Admin role in Canvas inherit the Studio Admin role by default.
- **Studio Admin in Sub-Account:** Users in this role have root-level access to [view and manage media](#) in sub-accounts where they are an LMS Admin in Canvas. Sub-Account Admins in Canvas have limited access to the Admin Media Management interface and can not create or manage other user's accounts.

Note: Studio Admins can enable elevated Sub-Account Admin status for inherited Sub-Account Admin accounts. Sub-Account Admins with elevated access can view more data and perform additional actions in the Media Management interface including viewing and managing other user's accounts.

Course-Level User Roles

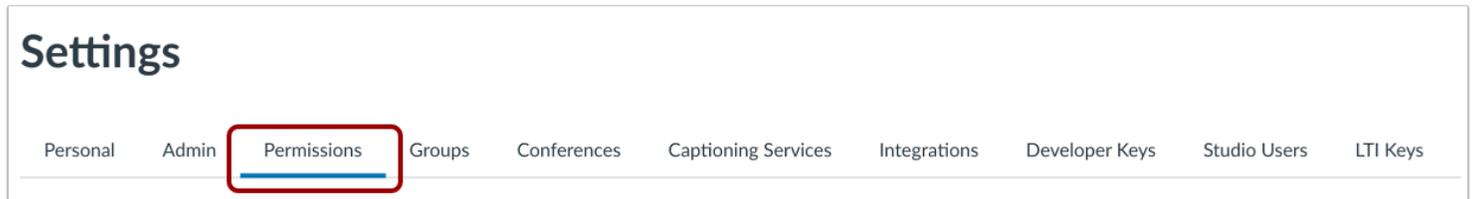
Canvas Studio has two default course-level user roles known as the Teacher and Student roles. Users in your account who are not designated as Studio Admins are course-level users. For these users, their Canvas Studio user role is determined by their Canvas course user role.

How do I manage Canvas Studio user role permissions as an admin?

As a Canvas Studio admin, you can manage user role permissions in Studio Settings. User role permissions determine how and from which sources users can add media in Canvas Studio.

Note: By default, all Canvas Studio permissions are enabled for Studio Admins. As a Studio Admin, you can view and [manage permissions](#) for all course-level users in your account. However, you cannot manage permissions for Studio Admins.

Open Permissions



In the Settings menu, click the **Permissions** tab.

View Permissions

| Permission 1 | Teacher | ← 2 → | Student |
|--|-------------------------------------|---|-------------------------------------|
| Record media | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |
| Add media from devices | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |
| Add media from YouTube | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |
| Add media from Vimeo | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |
| Add video quizzes to media | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |
| Create groups | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |
| Generate public share links | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |

The table displays the permission names [1] and the default user role names [2]. By default, all permissions are turned on for all users.

Learn more about [Studio user roles and permissions](#).

Edit User Role Names

| General Permissions Groups Conferences Captioning services Integrations Developer Keys Studio Users LTI Keys | | | |
|--|---|---|-------------------------------------|
| Permission | Teacher  | ← 2 → | |
| Record media | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |
| Add media from devices | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |

To edit a user role name, hover your cursor next to the name and click the **Edit** icon.

Edit Role Name

Permission

Instructor

Enter the role name in the **Role Name** field. Then press the **Return** or **Enter** key on your keyboard.

Set User Role Permissions

| Permission | Teacher | Student |
|-----------------------------|---|--|
| Record media | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Add media from devices | 1 <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Add media from YouTube | <input checked="" type="checkbox"/> 2 ← | <input checked="" type="checkbox"/> |
| Add video quizzes to media | <input checked="" type="checkbox"/> | 3 → <input type="checkbox"/> |
| Create groups | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Generate public share links | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

To manage media permissions for a user role, locate the permission and user role in the list. Then click the **Permission Management** toggle [1].

When a permission is turned on for a user role, the toggle displays a **Checkmark** icon [2]. When a permission is turned off for a user role, the toggle displays an **X** icon [3].

How do I view and manage my Canvas Studio groups as an admin?

You can view a list of all your Studio groups in your Studio Settings Groups page. As a Studio admin, you can also manage all groups, no matter your assigned group role. You can edit a group name, add or remove group members, adjust group member roles, leave a group, and delete groups.

By default, the Settings Groups page displays a list of all your groups. However, as an admin, you can view and manage all Studio groups in your institution's Studio account. Learn more about [viewing and managing other groups](#) in your institution's Studio account.

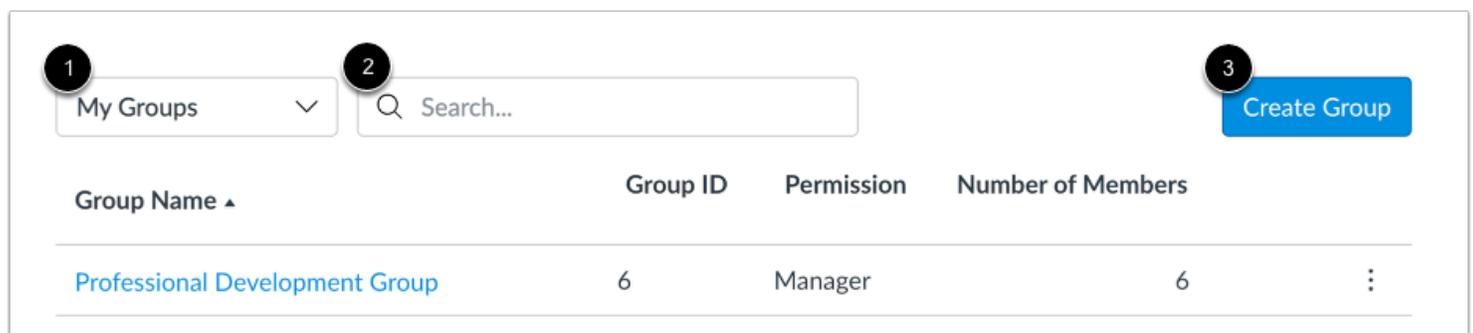
Open Groups



The screenshot shows the 'Settings' page with a navigation bar. The 'Groups' tab is highlighted with a red box. Other tabs include Personal, Admin, Permissions, Conferences, Captioning Services, Integrations, Developer Keys, Studio Users, and LTI Keys.

In the Settings menu, click the **Groups** tab.

View Groups



The screenshot shows the 'Groups' page. At the top, there is a dropdown menu labeled 'My Groups' (1), a search field labeled 'Search...' (2), and a 'Create Group' button (3). Below this is a table with the following columns: Group Name, Group ID, Permission, and Number of Members.

| Group Name | Group ID | Permission | Number of Members |
|--------------------------------|----------|------------|-------------------|
| Professional Development Group | 6 | Manager | 6 |

By default, Groups displays the **My Groups** list [1]. However, you can switch to view all other groups to which you are not assigned. Learn more about [viewing and managing other Studio account groups](#).

To locate a specific group, enter the group name or group ID in the **Search** field [2].

You can also [create a new group](#) [3].

Note: The Search function only returns matches from the currently selected group page. If your search does not return a result, you may need to switch to view the My Groups or the Other Groups lists.

View Groups List

| 1 Group Name ▲ 6 | 2 Group ID | 3 Permission | 4 Number of Members | |
|--------------------------------|---------------|-----------------|------------------------|---|
| Biology 101 | 3 | Member | 5 | ⋮ |
| English 101 | 2 | Member | 5 | ⋮ |
| Math A | 5 | Member | 11 | ⋮ |
| Photography 101 | 4 | Member | 5 | ⋮ |
| Professional Development Group | 6 | Member | 6 | ⋮ |
| Project A | 1 | Manager | 3 | ⋮ |
| Student Group 1 | 7 | Manager | 4 | ⋮ |

5 1 2 ...

The Groups List is a paginated list that displays up to ten groups per page. The list displays the following information:

- **Group Name** [1]: the name of each group; by default, groups display in alphabetical order.
- **Group ID Number** [2]: the ID number automatically assigned to a group upon creation.
- **Permission** [3]: your role within the group. Group roles include Member and Manager.
- **Number of Members** [4]: the total number of people in the group, including yourself.

To view additional groups, use the page navigation icons [5].

To sort the Group List in ascending or descending order by column, click the column header [6].

Note: Because you are not a member of the groups in the Other Groups list, the Permission column does not display. Learn more about [viewing and managing other Studio groups](#).

View Group Options

| Group Name ▲ | Group ID | Permission | Number of Members | |
|---------------------------------|----------|------------|-------------------|---|
| Biology 101 | 3 | Manager | 5 | 1  |
| English 101 | 2 | Member | 1 | 2  |
| Math A | 5 | Member | 5 | 3  |
| Photography 101 | 4 | Member | 5 | 4  |

As an admin, you can manage any group in your My Groups list.

To view group management options, locate the group in the list and click the group's **Options** icon [1]. You can edit the group [2], leave the group [3], and delete the group [4].

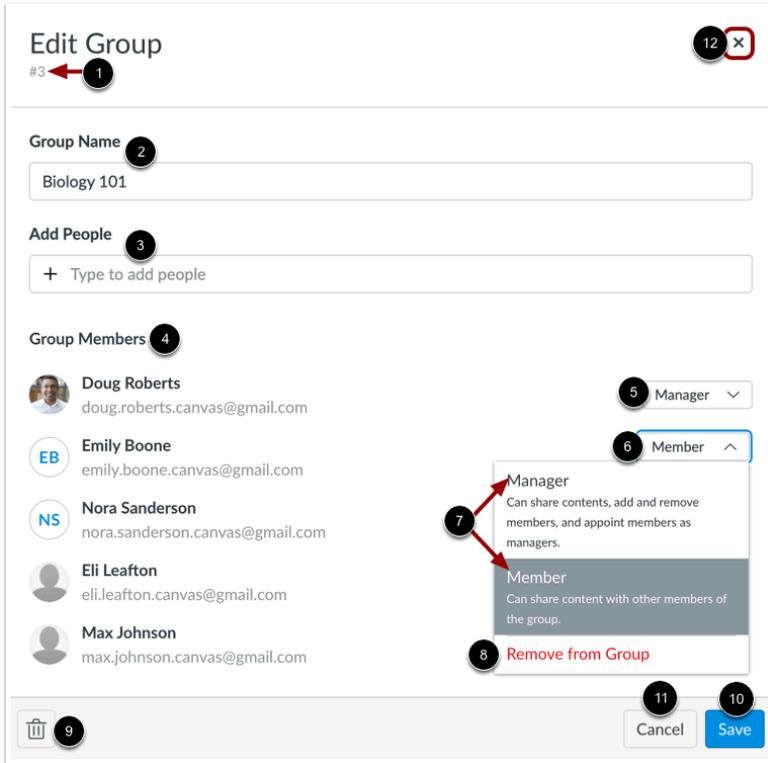
Edit Group

| Group Name ▲ | Group ID | Permission | Number of Members | |
|---------------------------------|----------|------------|-------------------|---|
| Biology 101 1 | 3 | Manager | 5 | 2  |
| English 101 | 2 | Member | 11 | 3  |
| Math A | 5 | Member | 5 |  |
| Photography 101 | 4 | Member | 5 |  |

To view and edit details for a group, click the group name link [1].

Alternatively, locate the group in the list and click the group's **Options** icon [2]. Then select the **Edit** option [3].

Edit Group Details



In the Edit Group window, you can view the group ID [1], view and edit the group name [2], add members [3], view the group members list [4], and manage group member roles [5].

To change a group member's role, locate the group member and click the **Role** drop-down menu [6]. Then select the role [7], or remove the member from the group [8].

To delete the group, click the **Delete** icon [9].

To save any changes made to the group, click the **Save** icon [10].

To close the Edit Group window, click the **Cancel** button [11] or the **X** icon [12].

View Admin Member Notification

Group Members

| | | |
|---|--|--|
|  | <p>Doug Roberts doug.roberts.canvas@gmail.com</p> | <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; display: inline-block;">Manager ▾</div> |
|  | <p>Emily Boone emily.boone.canvas@gmail.com</p> | <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; display: inline-block;">Member ▾</div> |
|  | <p>Nora Sanderson nora.sanderson.canvas@gmail.com</p> | <div style="border: 2px solid red; border-radius: 50%; padding: 2px; display: inline-block; margin-right: 5px;"></div> <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; display: inline-block;">Member ▾</div> |
|  | <p>Eli Leafton eli.leafton.canvas@gmail.com</p> | <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px; display: inline-block;">Member ▾</div> |

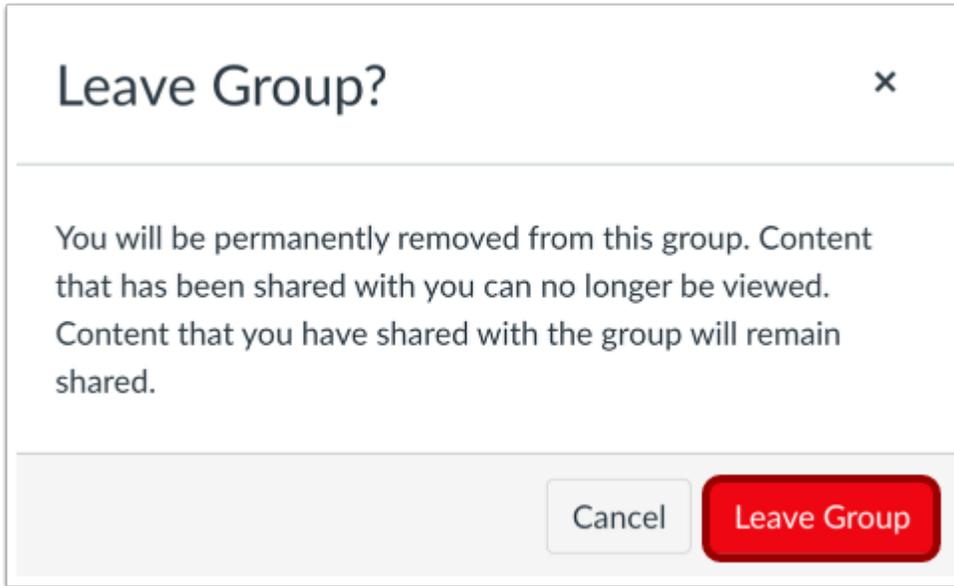
Next to an admin's Role drop-down menu, an **Admin** icon displays. As a Studio admin, you can view and edit any group in the Studio account, even if you are added to the group with Member permissions.

Leave Group

| Group Name ▲ | Group ID | Permission | Number of Members | |
|---------------------------------|----------|------------|-------------------|---|
| Biology 101 | 3 | Manager | 5 | <div style="border: 2px solid red; border-radius: 50%; padding: 2px; display: inline-block; margin-right: 5px;">1</div> <div style="border: 1px solid #ccc; border-radius: 50%; padding: 2px; display: inline-block;">⋮</div> |
| English 101 | 2 | Member | 5 | <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px; display: inline-block;"> Edit </div> |
| Math A | 5 | Member | 1 | <div style="border: 2px solid black; border-radius: 50%; padding: 2px; display: inline-block; margin-right: 5px;">2</div> <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px; display: inline-block;"> Leave Group </div> |
| Photography 101 | 4 | Member | 5 | <div style="border: 1px solid #ccc; border-radius: 5px; padding: 2px; display: inline-block;"> Delete </div> |

To leave a group, locate the group in the list and click the group's **Options** icon [1]. Then select the **Leave Group** option [2].

Confirm Leave



Click the **Leave Group** button.

Note: When you leave a group, the group no longer displays on your My Groups page. However, you can still find the group in the Other Groups page.

Delete Group

| Group Name ▲ | Group ID | Permission | Number of Members | |
|-----------------|----------|------------|-------------------|---|
| Biology 101 | 3 | Manager | 5 | 1  |
| English 101 | 2 | Member | 5 | Edit |
| Math A | 5 | Member | 11 | Leave Group |
| Photography 101 | 4 | Member | 5 | 2 Delete |

To delete a group, locate the group in the list and click the group's **Options** icon [1]. Then select the **Delete** option [2].

Confirm Delete

Delete Group? ✕

Deleting this group will remove everyone from it and revoke access to all media shared with the members.

Cancel Delete

Click the **Delete** button.

Note: Deleting a group removes all members from the group and revokes access to any group-shared media. Please notify group members before deleting an active Studio group.

How do I create custom sharing groups in my Canvas Studio account as an admin?

As an admin, you can create custom media sharing groups in your Studio account. You can also [view all media groups created by other users](#) at your institution.

Users assigned within the same Studio group can share media files to all group members. They can also manage all group members' access to media files, including editing and sharing media files. Learn more about [sharing media to a group](#) in Canvas Studio.

Depending upon how you configure your group roles, group members may also be able to edit group details, add or remove individuals in a group, and grant manager permissions to other group members.

When you create a group in your account, Studio automatically assigns you to the group as a group manager. You can delete any group you created, as well as any group created at your institution. If you remove yourself from a group, the group no longer displays on your My Groups page and you can no longer access the group or any media shared to you via the group. However, you can still view the group via the Other Groups page.

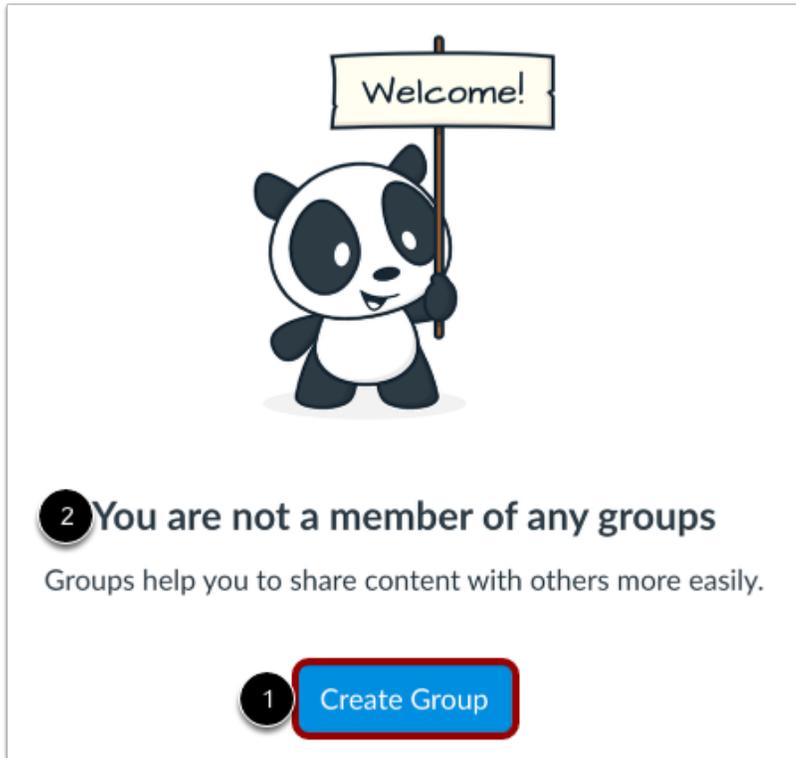
Note: Creating groups is a user permission. Learn about [managing Canvas Studio user role permissions](#). By default, this permission is turned *ON* for instructors and *OFF* for students.

Open Groups



In the Settings menu, click the **Groups** tab.

Create Group



Click the **Create Group** button [1].

Note: Studio displays a notification if you are not already a member of a group [2].

Enter Group Name

Create Group ×

Group Name

Add People

In the Create Group screen, enter a name for the group in the **Group Name** field.

Add Group Members

Create Group ×

Group Name

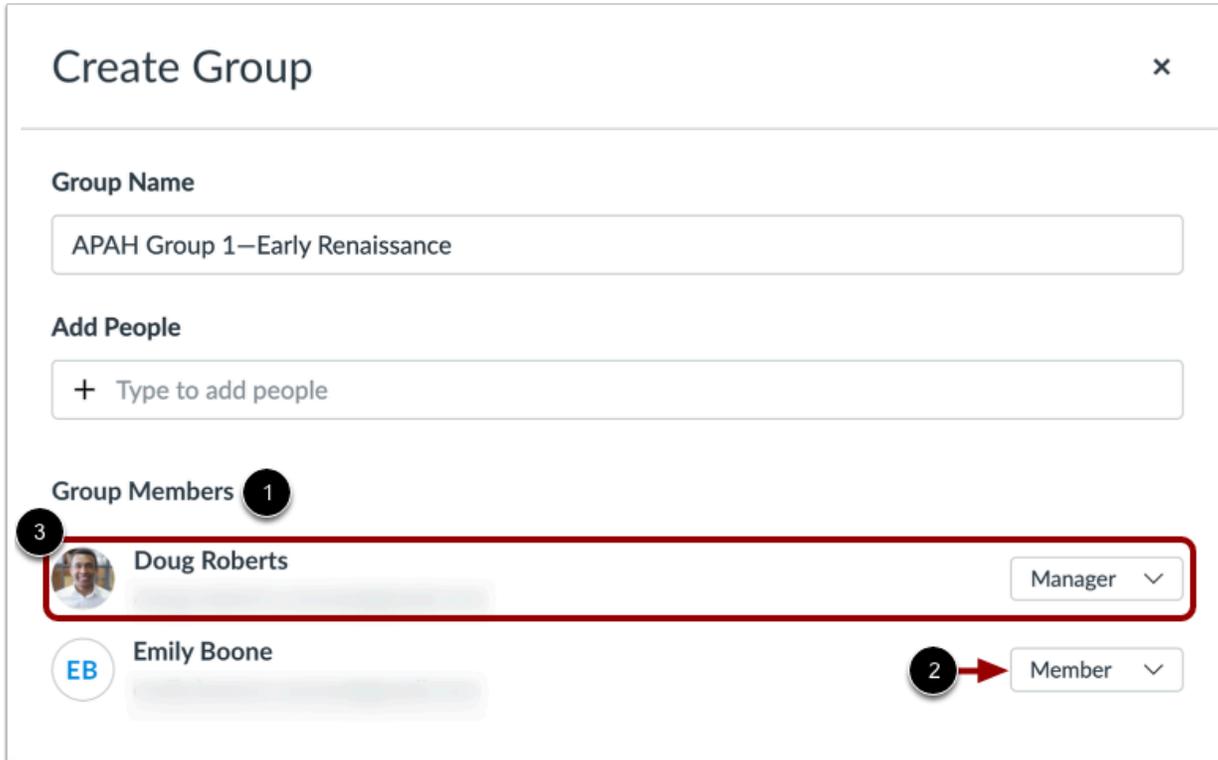
Add People 1

 Emily /

2  EB Emily Boone

To add a person to the group, enter the person's name in the **Add People** field [1]. In the search results list, click the name.

View Group Member List



Create Group ×

Group Name

APAH Group 1—Early Renaissance

Add People

+ Type to add people

Group Members 1

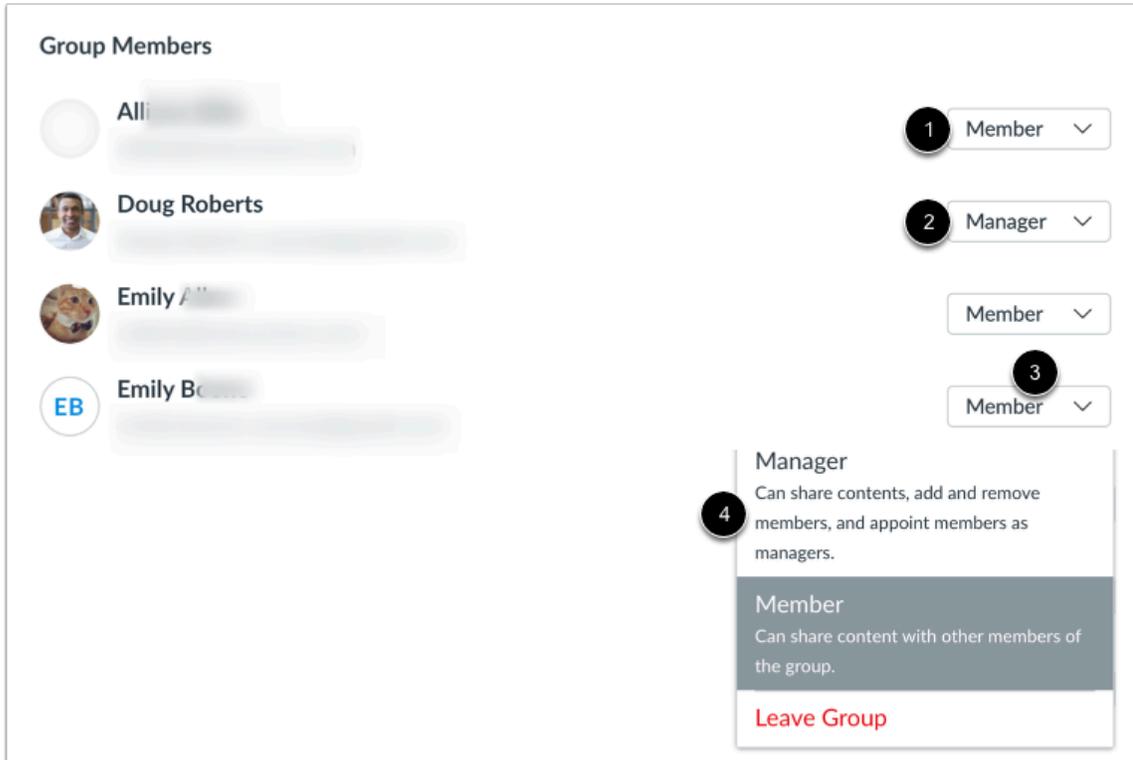
3  **Doug Roberts** Manager ▼

 **Emily Boone** 2 Member ▼

Group members display in the **Group Members** list [1]. You can also view each member's group user role [2].

Note: When you create a group, you are automatically added to the group as a group manager [3].

View Group Member Roles



The screenshot displays the 'Group Members' section of a Canvas Studio group. It lists four members: 'Alli', 'Doug Roberts', 'Emily A...', and 'Emily B...'. Each member has a role dropdown menu to their right. The roles are: 'Member' (1), 'Manager' (2), 'Member' (3), and 'Member' (3). A tooltip (4) is shown for the 'Manager' role, detailing its permissions: 'Can share contents, add and remove members, and appoint members as managers.' The 'Member' role is described as 'Can share content with other members of the group.' A 'Leave Group' button is visible at the bottom of the tooltip.

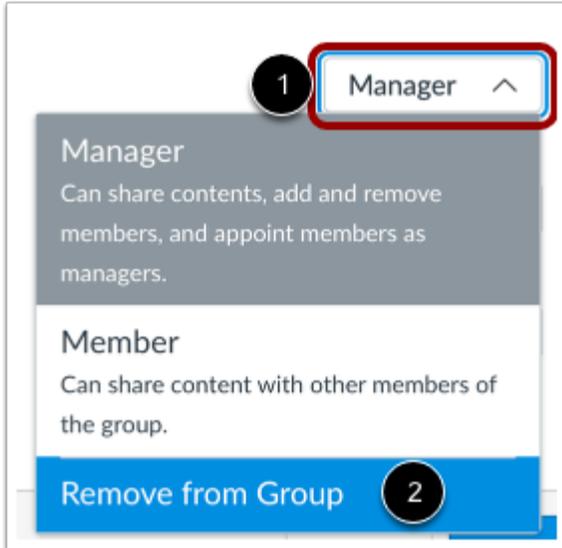
Studio group users may have one of two group roles.

By default, group members are added with the **Member** role [1]. Members can share Studio media content with other members in the group.

Alternatively, group members may be assigned the **Manager** role [2]. Managers can share content with other group members, add and remove group members, and assign others as group managers.

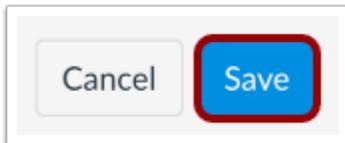
To change a group member's user role, locate the user in the list and click the **Role** drop-down menu [3]. Click to select a user role [4].

Remove Group Member



To remove a group member from the list, locate the user in the list and click the **Role** drop-down menu [1]. Then click the **Remove from Group** option [2].

Save Group



Click the **Save** button.

View Group

| Group Name ▲ | Group ID | Permission | Number of Members | |
|--|----------|------------|-------------------|---|
| APAH Group 1—Early Renaissance | 1 | Member | 3 | ⋮ |

In your Groups page, view the group.

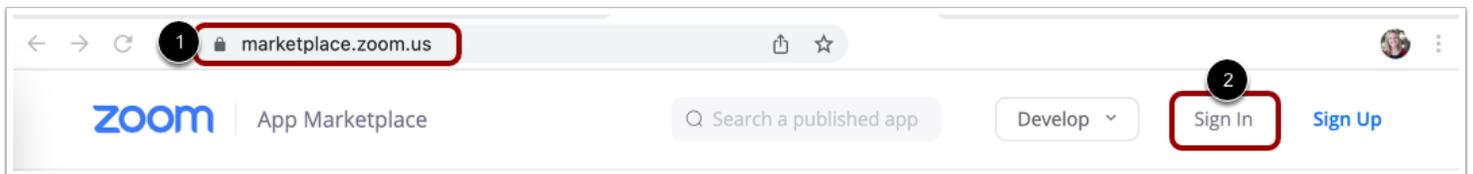
Learn about [viewing and managing groups](#).

How do I configure my institution's Zoom app to send cloud recordings to Canvas Studio using User Authentication?

Canvas Studio supports a conferences integration that allows Zoom to automatically upload recorded meetings into Studio using User Authentication. However, before configuring the integration in Canvas Studio, you must first create a Zoom app integration for your institution's Zoom account. You can create the Zoom app integration in the Zoom App Marketplace.

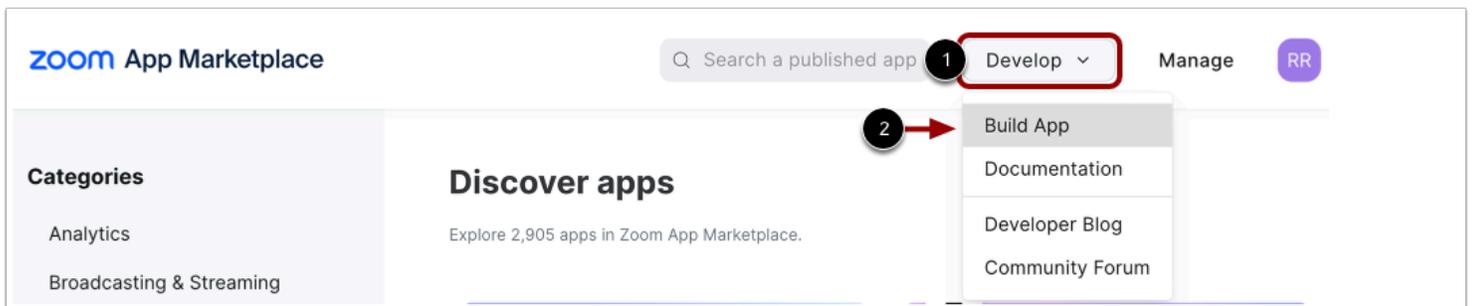
View a video tutorial on how to [update your Zoom configuration](#).

Log In to Zoom App Marketplace



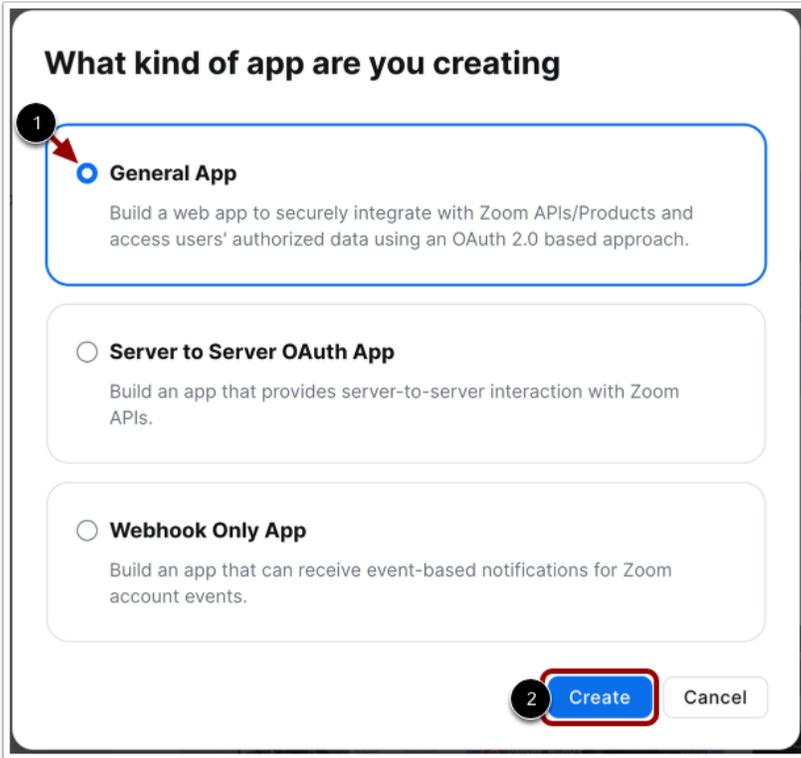
In an Internet browser, navigate to <https://marketplace.zoom.us/> [1]. Then click the **Sign In** link [2].

Open App Development Type Options



In the Zoom App Marketplace header, hover over the **Develop** drop-down menu [1] and select the **Build App** option [2].

Select App Type



What kind of app are you creating

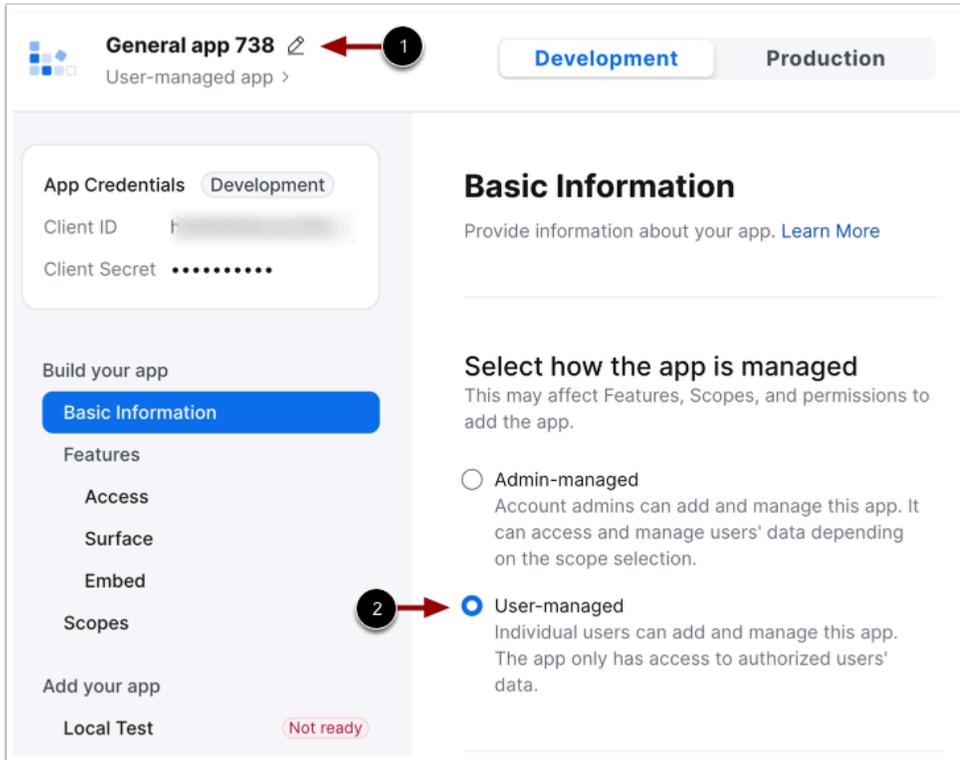
General App
Build a web app to securely integrate with Zoom APIs/Products and access users' authorized data using an OAuth 2.0 based approach.

Server to Server OAuth App
Build an app that provides server-to-server interaction with Zoom APIs.

Webhook Only App
Build an app that can receive event-based notifications for Zoom account events.

In the App Type window, select the **General App** type [1] and click the **Create** button [2].

Select User-Managed Option



The screenshot shows the configuration page for an app named "General app 738". At the top, there is an "Edit" icon (pencil) next to the app name, with a red circle and arrow labeled "1" pointing to it. Below the app name, there are two tabs: "Development" (selected) and "Production". On the left sidebar, there are several menu items: "App Credentials", "Build your app", "Add your app", and "Local Test". Under "Build your app", "Basic Information" is selected. Under "Add your app", "Local Test" has a "Not ready" status. In the main content area, under "Basic Information", there is a section titled "Select how the app is managed". It contains two radio button options: "Admin-managed" (unselected) and "User-managed" (selected). A red circle and arrow labeled "2" points to the "User-managed" radio button.

Zoom will give the app a default generic name. To change the name of the app, click the **Edit** icon [1].

Click the **User-managed** radio button [2].

View App Credentials

App Credentials Development

Client ID

..... Copy

Client Secret

..... Regenerate Show Copy

View the app credentials. Use the app credentials to [connect Zoom to your Studio account](#).

Add Redirect and Allow URLs

OAuth Information Development

OAuth Redirect URL

Provide the development redirect URL to generate an authorization URL for development testing.

1

Use Strict Mode for Redirect URLs

This option only allows the redirections that exactly match the valid OAuth redirect URLs.

2 Subdomain Check

This is for security check that can prohibit others from tampering with the redirected URLs. This option only allows the redirections that exactly match the subdomain of the valid OAuth redirect URLs.

OAuth Allow Lists

🗑️

3 🗑️ 5

4

6

To allow Zoom to upload cloud recordings to Studio, you must enter a redirect URL in the **Redirect URL for OAuth** field [1]. Configure this URL as `[your institution's Canvas Studio].instructuremedia.com/api/conference/zoom_callback`.

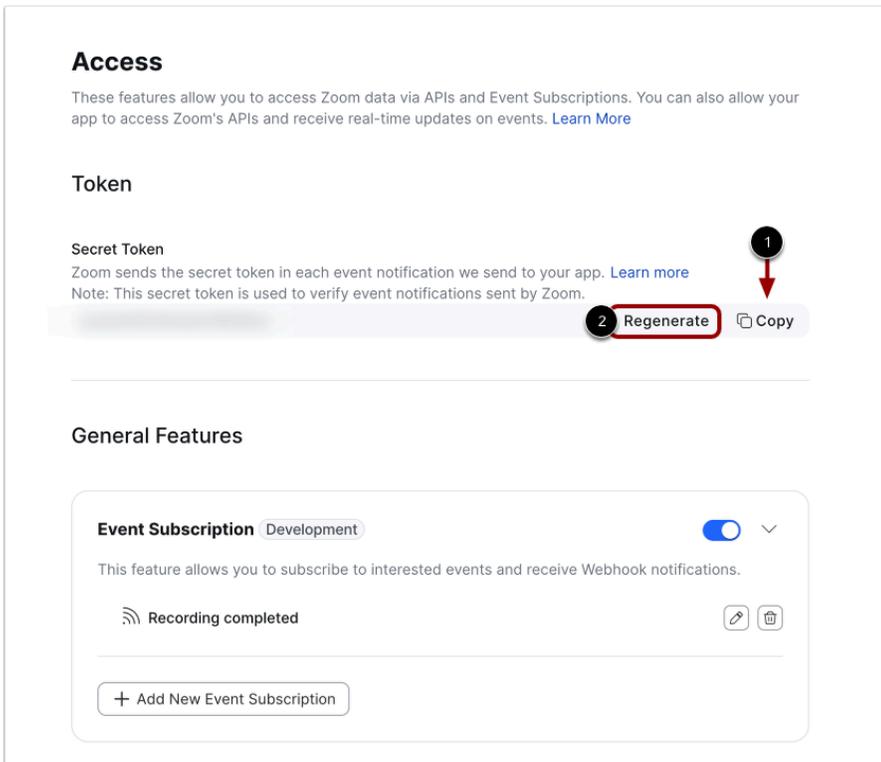
Click the **Subdomain Check** checkbox [2].

You must also add your Canvas Studio URL to the OAuth allow list. Enter the URL in the **Add allow lists** field [3]. Configure this URL as `[your institution's Canvas Studio].instructuremedia.com`.

To add additional URLs to the Allow list, click the **Add Allow List** button [4]. To remove a URL from the list, click the **Remove** button [5].

When finished, click the **Continue** button [6].

Add Token



Access

These features allow you to access Zoom data via APIs and Event Subscriptions. You can also allow your app to access Zoom's APIs and receive real-time updates on events. [Learn More](#)

Token

Secret Token

Zoom sends the secret token in each event notification we send to your app. [Learn more](#)

Note: This secret token is used to verify event notifications sent by Zoom.

1 ↓

2 Regenerate Copy

General Features

Event Subscription Development ↓

This feature allows you to subscribe to interested events and receive Webhook notifications.

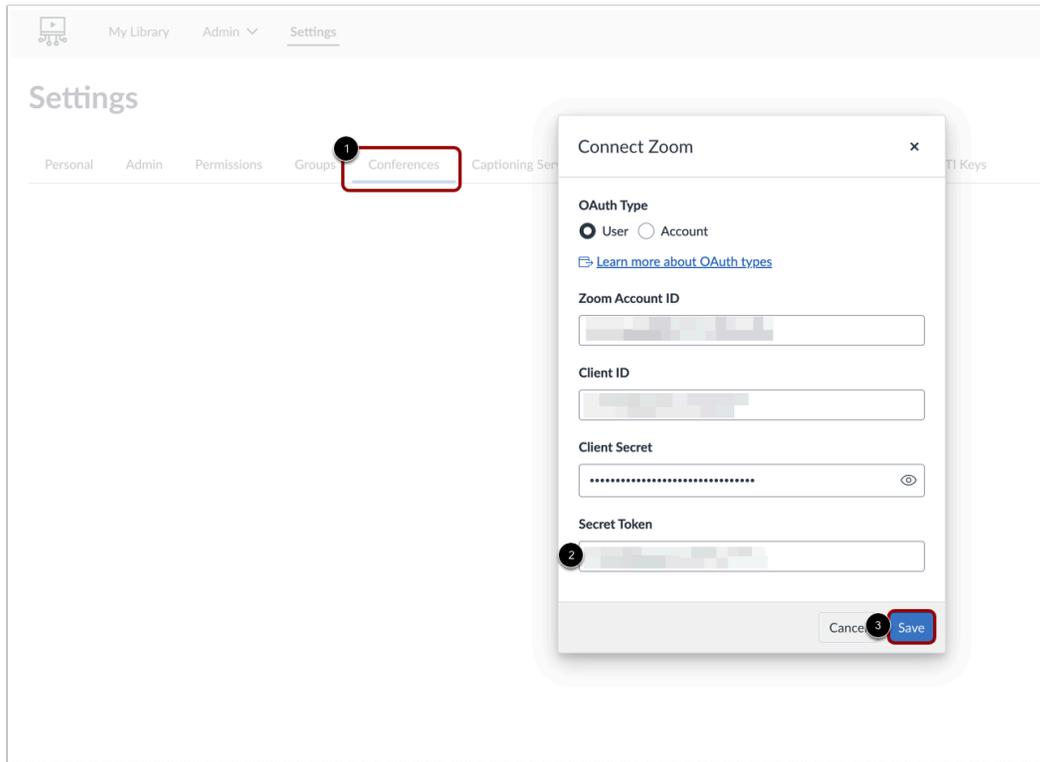
📡 Recording completed

In the Access page, Zoom generates a secret token for your Studio account.

Before Zoom can use the tokens, you need to copy and paste the tokens into Studio. To do this, click the **Copy** link for the Zoom secret token [1].

If you need to regenerate your token for any reason, click the **Regenerate** button [2].

Paste Zoom Token



Open a new browser window and navigate to your [Studio Settings](#) page.

Click the **Conferences** tab [1]. Then click the **Connect Zoom** button.

Paste the Zoom secret token you just copied into the **Secret Token** field [2].

You can find the additional information for the fields in your Zoom account.

When you are done, click the **Save** button [3].

Add Event Subscriptions

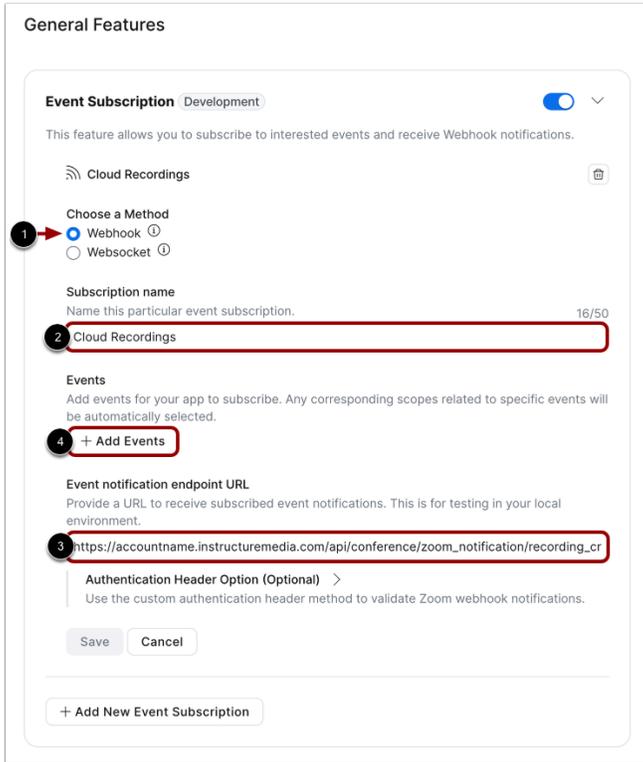
General Features

Event Subscription Development 1 2 + Add New Event Subscription

This feature allows you to subscribe to interested events and receive Webhook notifications.

Click to turn on the **Event Subscription** toggle [1]. Then, click the **Add New Event Subscription** button [2].

Enter Event Subscription Details



General Features

Event Subscription Development ⌵

This feature allows you to subscribe to interested events and receive Webhook notifications.

 Cloud Recordings 

Choose a Method

Webhook ⓘ
 WebSocket ⓘ

Subscription name
Name this particular event subscription. 16/50

Events
Add events for your app to subscribe. Any corresponding scopes related to specific events will be automatically selected.

Event notification endpoint URL
Provide a URL to receive subscribed event notifications. This is for testing in your local environment.

Authentication Header Option (Optional) >
Use the custom authentication header method to validate Zoom webhook notifications.

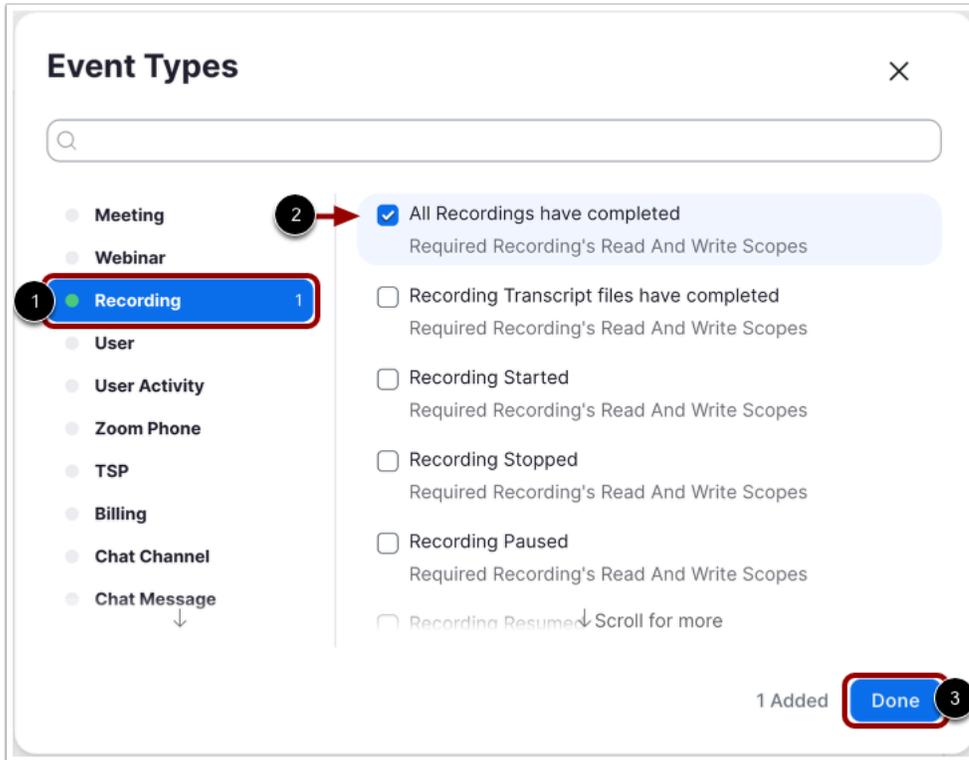
Click the **Webhook** radio button [1].

Enter a name for the subscription in the **Subscription name** field [2].

Then add the subscription destination URL in the **Event notification endpoint URL** field [3]. Configure the URL as `[your institution's Canvas Studio].instructuremedia.com/api/conference/zoom_notification/recording_completed`.

Then, in the Events section, click the **Add Events** button [4].

Add Events



In the Event Types window sidebar, click the **Recording** link [1].

Click the **All Recordings have completed** checkbox [2]. Then, click the **Done** button [3].

Save Event Subscription

General Features

Event Subscription Development ▼

This feature allows you to subscribe to interested events and receive Webhook notifications.

 **Cloud Recordings** 

Choose a Method

Webhook ⓘ

Websocket ⓘ

Subscription name
Name this particular event subscription. 16/50

Events
Add events for your app to subscribe. Any corresponding scopes related to specific events will be automatically selected.

 1

Event notification endpoint URL
Provide a URL to receive subscribed event notifications. This is for testing in your local environment.

Authentication Header Option (Optional) >
Use the custom authentication header method to validate Zoom webhook notifications.

View the added event [1].

Click the **Save** button [2].

View Event Verification Token

Access

These features allow you to access Zoom data via APIs and Event Subscriptions. You can also allow your app to access Zoom's APIs and receive real-time updates on events. [Learn More](#)

Token

Secret Token
Zoom sends the secret token in each event notification we send to your app. [Learn more](#)
Note: This secret token is used to verify event notifications sent by Zoom.

1 ↓

2 Regenerate Copy

General Features

Event Subscription Development ↓

This feature allows you to subscribe to interested events and receive Webhook notifications.

 Recording completed  

+ Add New Event Subscription

Saving the event subscription generates an event verification token that is needed to configure the Studio integration. View the event verification token [1].

To copy the token, click the **Copy** link [2]. For more details, visit our guide on [connecting Zoom to your Studio account](#).

Click the **Continue** button [3].

View Surface Page

Surface

These features dictate what can be seen in the Zoom client. Choose the features you want to enable for your application, but please note that not all features may be supported on all Zoom products.

Select where to use your app New

Select the Zoom products that this app works in. Users can open and use the app directly from these products.

Note: Some features may not be available depending on the products you select.

| | | | |
|------------------------------------|---|-------------------------------------|---------------------------------|
| <input type="checkbox"/> Meetings | <input type="checkbox"/> Webinars | <input type="checkbox"/> Rooms | <input type="checkbox"/> Phone |
| <input type="checkbox"/> Team Chat | <input type="checkbox"/> Contact Center | <input type="checkbox"/> Whiteboard | <input type="checkbox"/> Events |
| <input type="checkbox"/> | | | |

[← Back](#) [Continue →](#)

You don't need to enter any information on the Surface page. Click the **Continue** button.

View Embed Page

Embed

These features allow you to embed specific Zoom client functionalities (like Meetings, Contact Center and Phone) into your own external applications.

Meeting SDK

Embed Meeting SDK and bring Zoom features to your app.

Contact Center SDK

Embed Contact Center SDK and bring Contact Center features to your app.

Phone SDK

Embed Phone SDK and bring Phone features to your app.

[← Back](#) [Continue →](#)

You don't need to enter any information on the Embed page. Click the **Continue** button.

Add Scopes

Add Scopes

Scopes define the API methods this app is allowed to call, and thus which information and capabilities are available on Zoom. Scopes are restricted to specific resources like channels or files. If your app is submitted to Zoom, we will review your request for each scope. After your app is live, it will only be able to use permission scopes that Zoom approved. [Learn more about Zoom's scopes.](#)

Search name, ID, type 2 **+ Add Scopes**

| Scopes | Description | Optional i |
|--------------------------------|--------------------------|---|
| 1 Recording | View all user recordings | |
| cloud_recording:read:recording | View a recording | <input type="checkbox"/>  |

Scope Description
Specify how this data is used within the application, and whether or not the data is stored. If stored, please denote how the data is stored (encrypted, plain text)

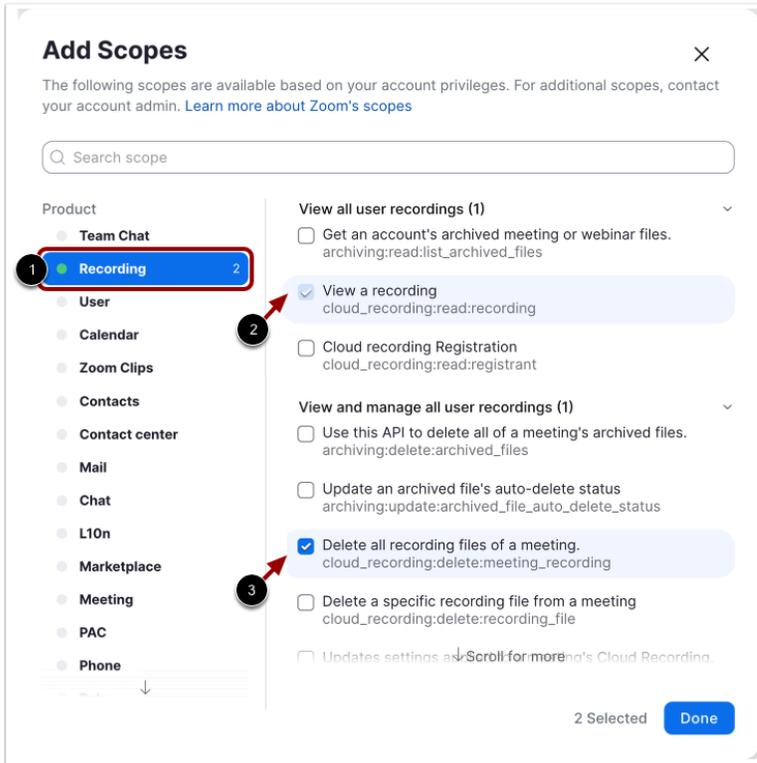
Enter description

[← Back](#) [Continue →](#)

The Scopes page displays the scope added with the webhook event subscription [1].

Several scopes need to be added for the configuration to be successful. Click the **Add Scopes** button [2].

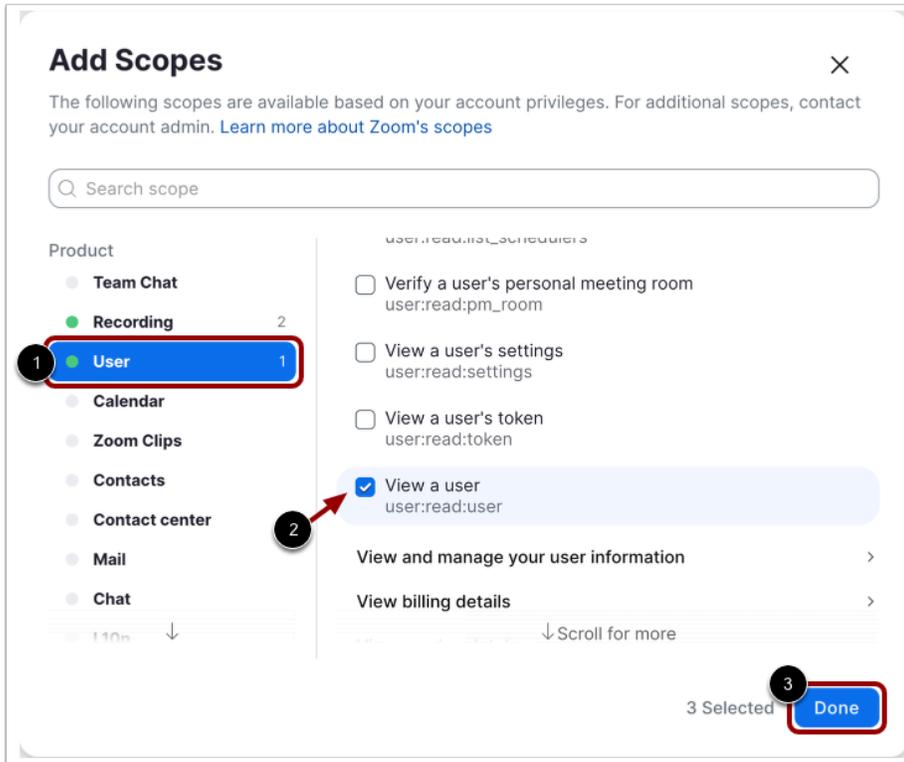
Select Scopes



In the Add Scopes window sidebar, click the **Recording** link [1].

By default, the checkbox should be selected for **View a recording** [2].

Click the checkbox for **Delete all recording files of a meeting** [3].



Then, in the sidebar, scroll down and click the **User** link [1]. Click the **View a user** checkbox [2].

When finished, click the **Done** button [3].

View Added Scopes

Add Scopes

Scopes define the API methods this app is allowed to call, and thus which information and capabilities are available on Zoom. Scopes are restricted to specific resources like channels or files. If your app is submitted to Zoom, we will review your request for each scope. After your app is live, it will only be able to use permission scopes that Zoom approved. [Learn more about Zoom's scopes.](#)

| Scopes | Description | Optional [ⓘ] |
|--|--|--------------------------|
| Recording | | |
| View all user recordings | | |
| cloud_recording:read:recording | View a recording | <input type="checkbox"/> |
| View and manage all user recordings | | |
| cloud_recording:delete:meeting_recording | Delete all recording files of a meeting. | <input type="checkbox"/> |
| User | | |
| View all user information | | |
| user:read:user | View a user | <input type="checkbox"/> |

Scope Description
Specify how this data is used within the application, and whether or not the data is stored. If stored, please denote how the data is stored (encrypted, plain text)

View the added scopes [1].

When finished, click the **Continue** button [2].

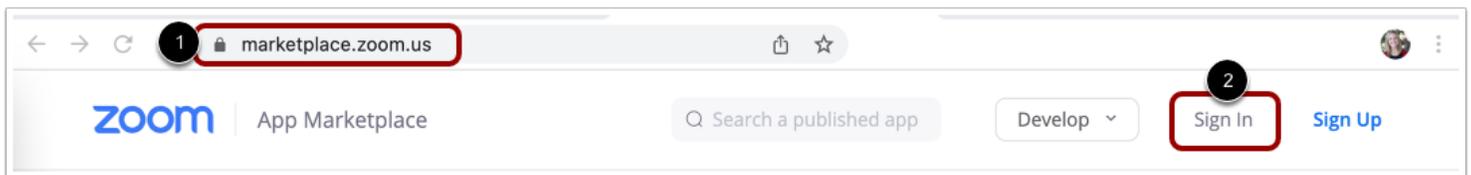
How do I configure my institution's Zoom app to send cloud recordings to Canvas Studio using Server-to-Server Authentication?

Canvas Studio supports a conferences integration that allows Zoom to automatically upload recorded meetings into Studio using Server-to-Server Authentication. However, before configuring the integration in Canvas Studio, you must first create a Zoom app integration for your institution's Zoom account. You can create the Zoom app integration in the Zoom App Marketplace.

View a video tutorial on how to [update your Zoom configuration](#).

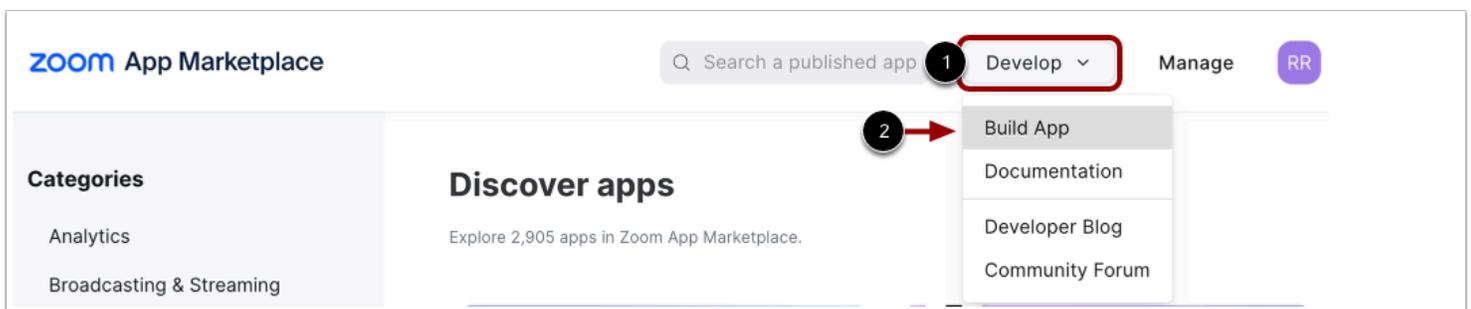
Note: Admins must link Zoom to Studio before enabling event subscriptions. Failure to do so will prevent URL validation and Zoom app activation.

Log In to Zoom App Marketplace



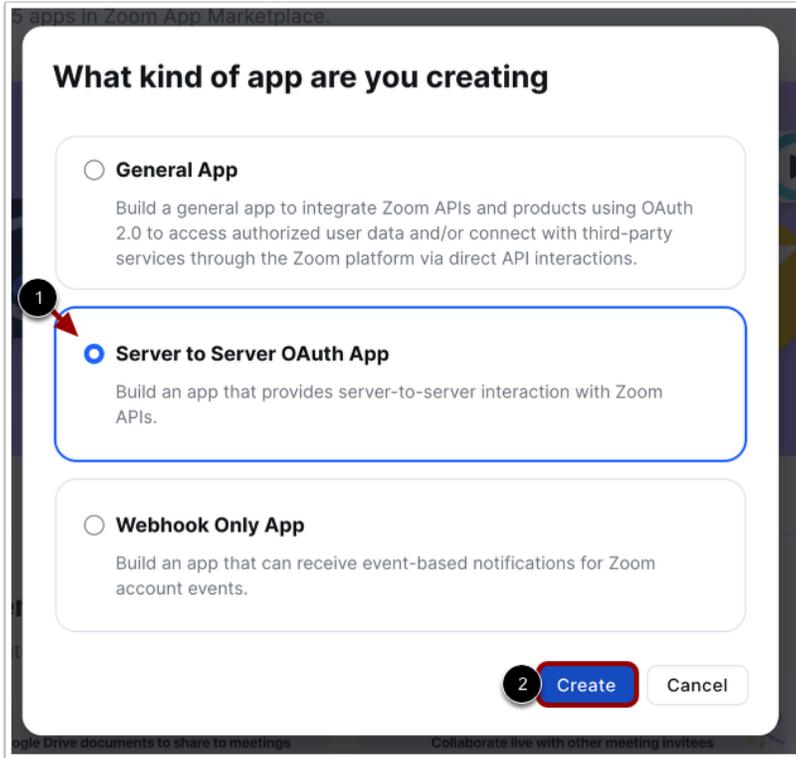
In an Internet browser, navigate to <https://marketplace.zoom.us/> [1]. Then click the **Sign In** link [2].

Open App Development Type Options



In the Zoom App Marketplace header, hover over the **Develop** drop-down menu [1] and select the **Build App** option [2].

Select App Type



apps in Zoom App Marketplace

What kind of app are you creating

General App
Build a general app to integrate Zoom APIs and products using OAuth 2.0 to access authorized user data and/or connect with third-party services through the Zoom platform via direct API interactions.

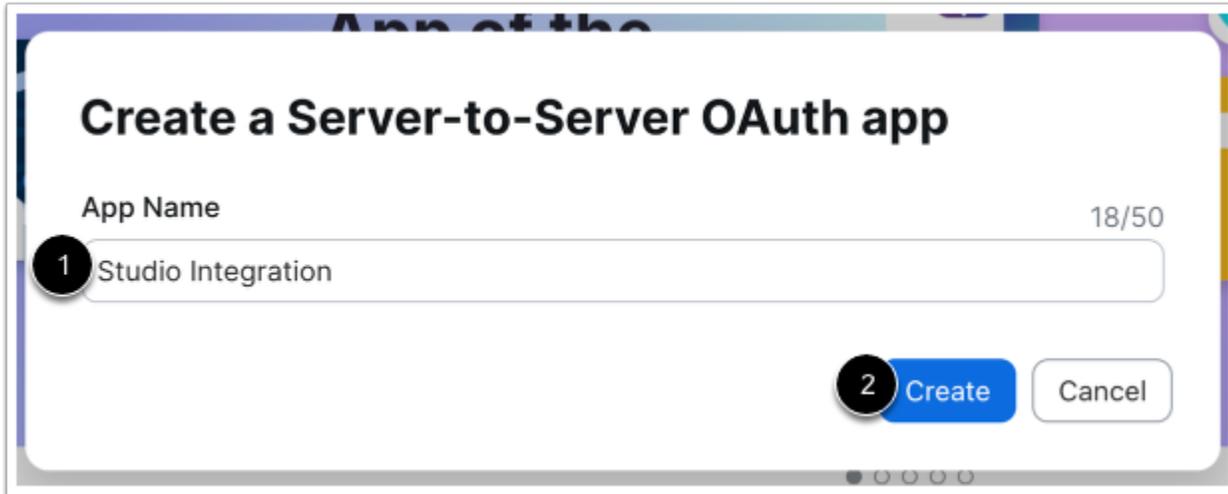
Server to Server OAuth App
Build an app that provides server-to-server interaction with Zoom APIs.

Webhook Only App
Build an app that can receive event-based notifications for Zoom account events.

Help Drive documents to share to meetings Collaborate live with other meeting invitees

In the App Type window, select the **General App** type [1] and click the **Create** button [2].

Create a Server to Server OAuth App



Create a Server-to-Server OAuth app

App Name 18/50

1 Studio Integration

2 Create Cancel

Enter an app name (e.g. Studio Integration) [1]. Click the **Create** button [2].

View App Credentials

App Credentials

Use the credentials to access Zoom APIs from your app. Make sure to securely store the credentials. Do not store them in public repositories.

App Credentials

Account ID

Copy

Client ID

Copy

Client Secret

Copy Regenerate

Continue

View the app credentials. Use the app credentials to [connect Zoom to your Studio account](#).

Click the **Continue** button.

Add App Information

Basic Information

App Name
 18/50

Short Description
Describe your app's core features in 1-2 sentences. This will show on the app listing card.
 0/150

Company Name
1

Developer Contact Information

Provide your **corporate email** for announcements including new Marketplace/API updates, breaking changes, and other updates that have impact on your app.

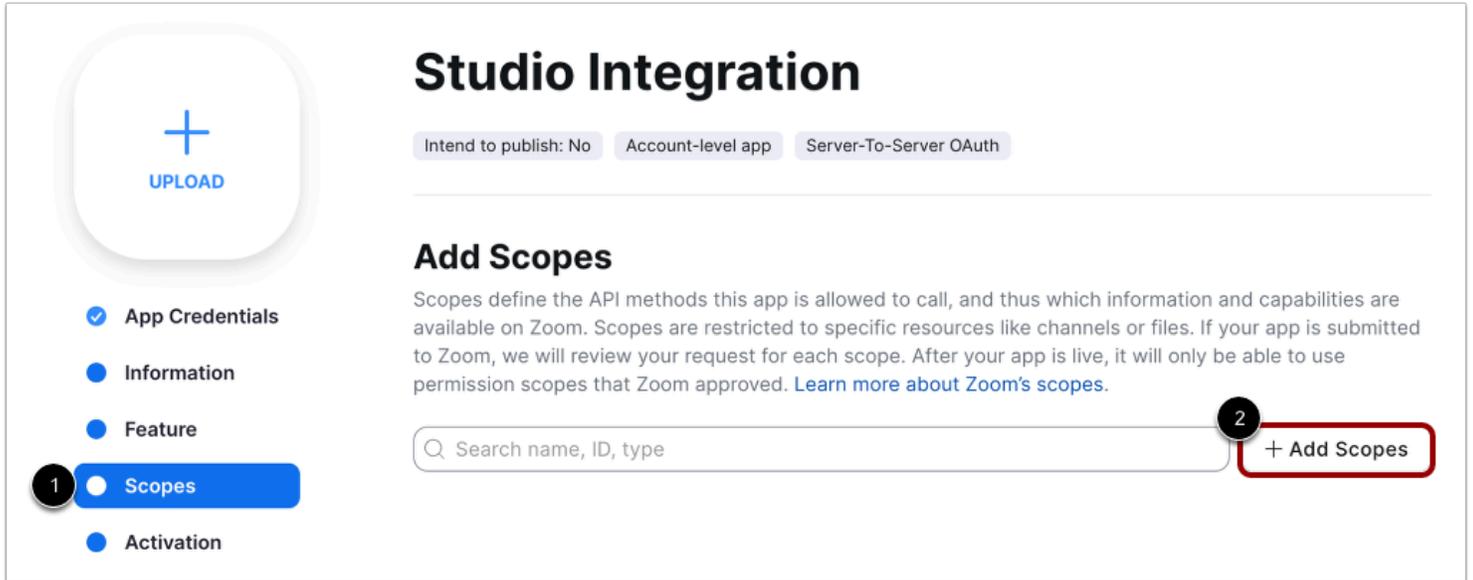
Name
2

Email
3

4

Enter a company name [1], a contact name [2], and a contact email [3]. Click the **Continue** button [4].

Add Scopes



Studio Integration

Intend to publish: No Account-level app Server-To-Server OAuth

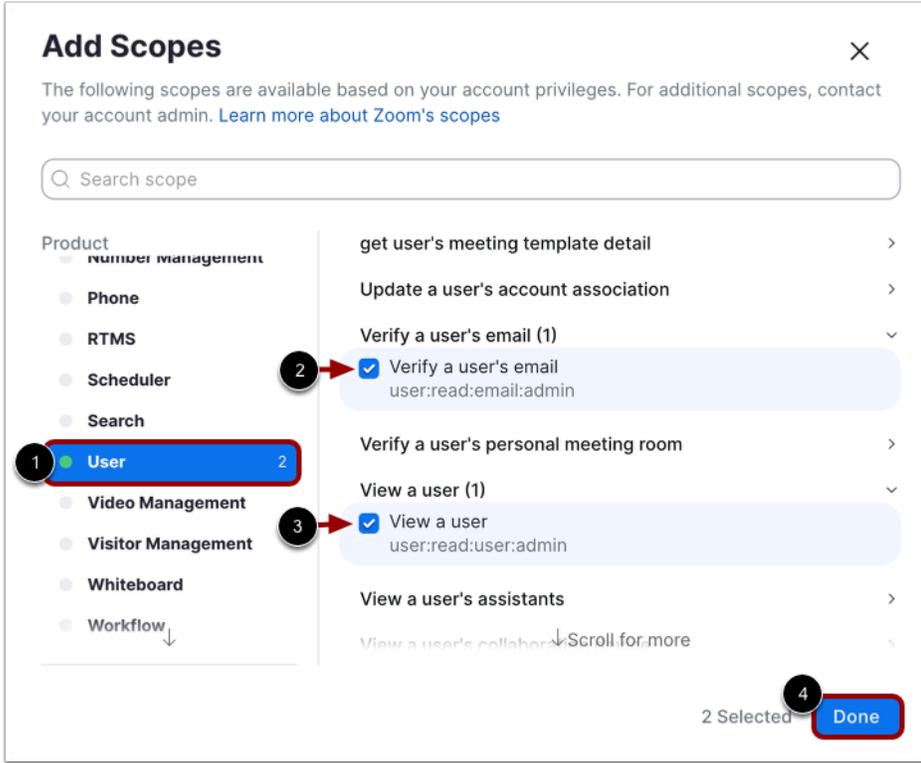
Add Scopes

Scopes define the API methods this app is allowed to call, and thus which information and capabilities are available on Zoom. Scopes are restricted to specific resources like channels or files. If your app is submitted to Zoom, we will review your request for each scope. After your app is live, it will only be able to use permission scopes that Zoom approved. [Learn more about Zoom's scopes.](#)

Search name, ID, type + Add Scopes

In the **Scopes** tab [1], click the **Add Scopes** button [2].

Select Scopes



Add Scopes ×

The following scopes are available based on your account privileges. For additional scopes, contact your account admin. [Learn more about Zoom's scopes](#)

Q Search scope

Product

- number management
- Phone
- RTMS
- Scheduler
- Search
- User**
- Video Management
- Visitor Management
- Whiteboard
- Workflow

get user's meeting template detail >

Update a user's account association >

Verify a user's email (1) v

Verify a user's email
user:read:email:admin

Verify a user's personal meeting room >

View a user (1) v

View a user
user:read:user:admin

View a user's assistants >

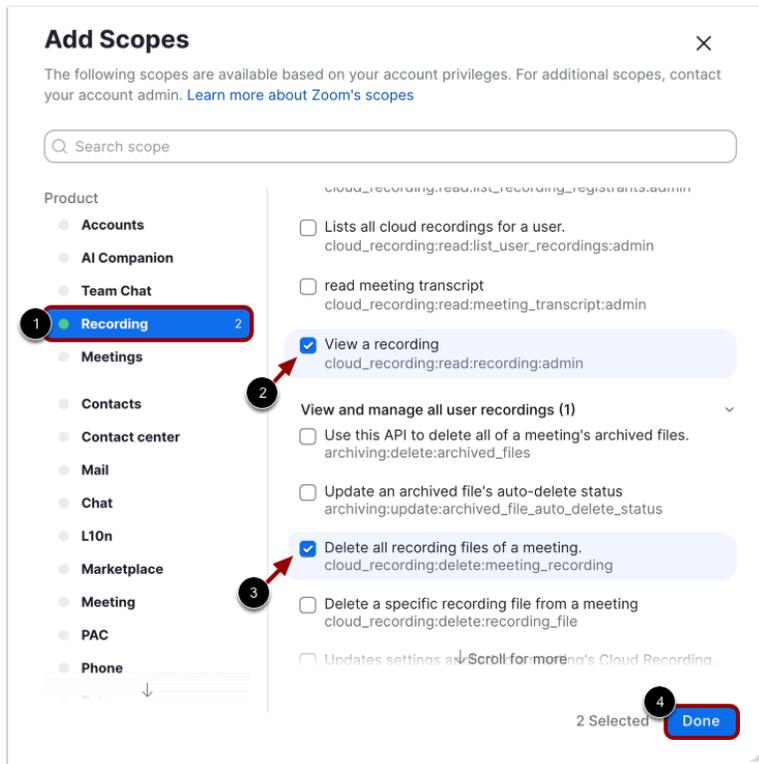
View a user's collaborator > Scroll for more

2 Selected **Done**

In the Add Scopes sidebar, locate and click the **User** link [1]. Open the following drop-down menus and click the checkboxes:

- **View a user's email** [2]
- **View a user** [3]

When finished, click the **Done** button [4].



In the Add Scopes sidebar, click the **Recording** link [1].

In the View all user recordings drop-down menu, click the **View a recording** checkbox [2].

In the View and manage all user recordings drop-down menu, click the **Delete all recording files of a meeting** checkbox [3]. Click the **Done** button [4].

View Added Scopes

Add Scopes

Scopes define the API methods this app is allowed to call, and thus which information and capabilities are available on Zoom. Scopes are restricted to specific resources like channels or files. If your app is submitted to Zoom, we will review your request for each scope. After your app is live, it will only be able to use permission scopes that Zoom approved. [Learn more about Zoom's scopes.](#)

Search name, ID, type + Add Scopes

| Scopes | Description | Optional ¹ |
|--|--|--|
| Recording | | |
| View all user recordings | | |
| cloud_recording:read:recording:admin | View a recording | <input type="checkbox"/>  |
| View and manage all user recordings | | |
| cloud_recording:delete:meeting_recording:admin | Delete all recording files of a meeting. | <input type="checkbox"/>  |
| User | | |
| View all user information | | |
| user:read:email:admin | Verify a user's email | <input type="checkbox"/>  |

Scope description
Specify how this data is used within the application, and whether or not the data is stored. If stored, please denote how the data is stored (encrypted, plain text)

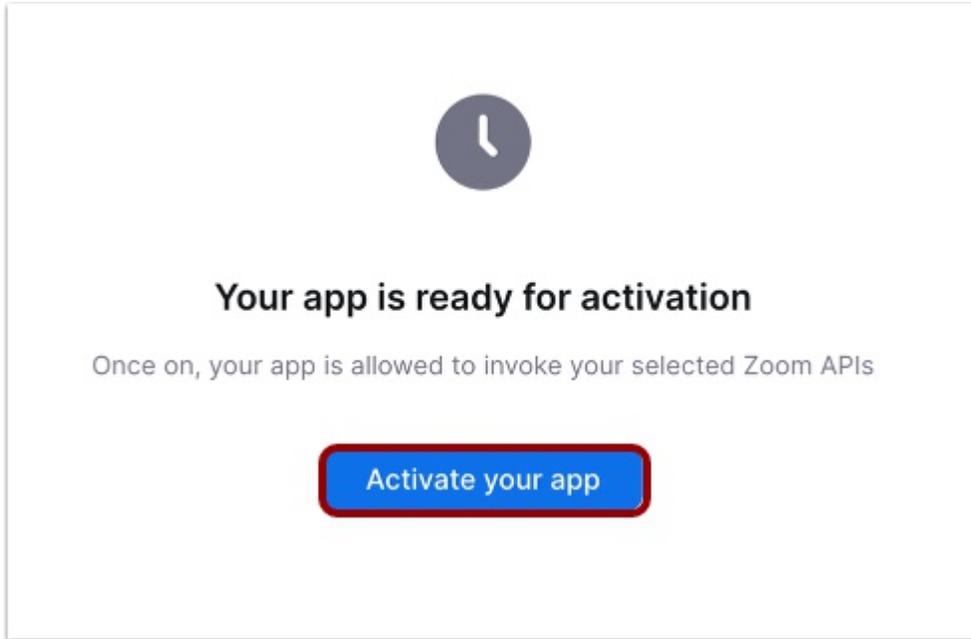
Enter description

2 Continue

View the added scopes [1].

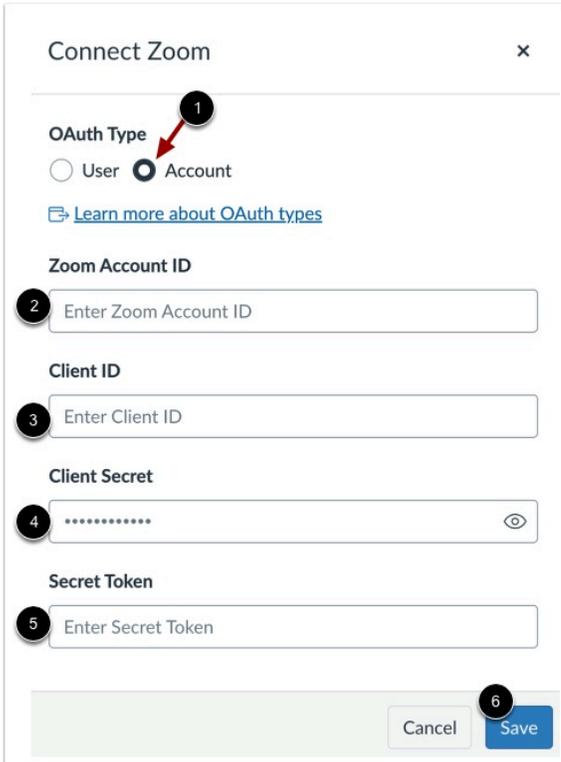
When finished, click the **Continue** button [2].

Activate Your App



Click the **Activate your app** button.

Connect Zoom in Studio



In the Connect Zoom window, click the **Account** radio button [1].

Add the account ID in the **Zoom Account ID** field [2].

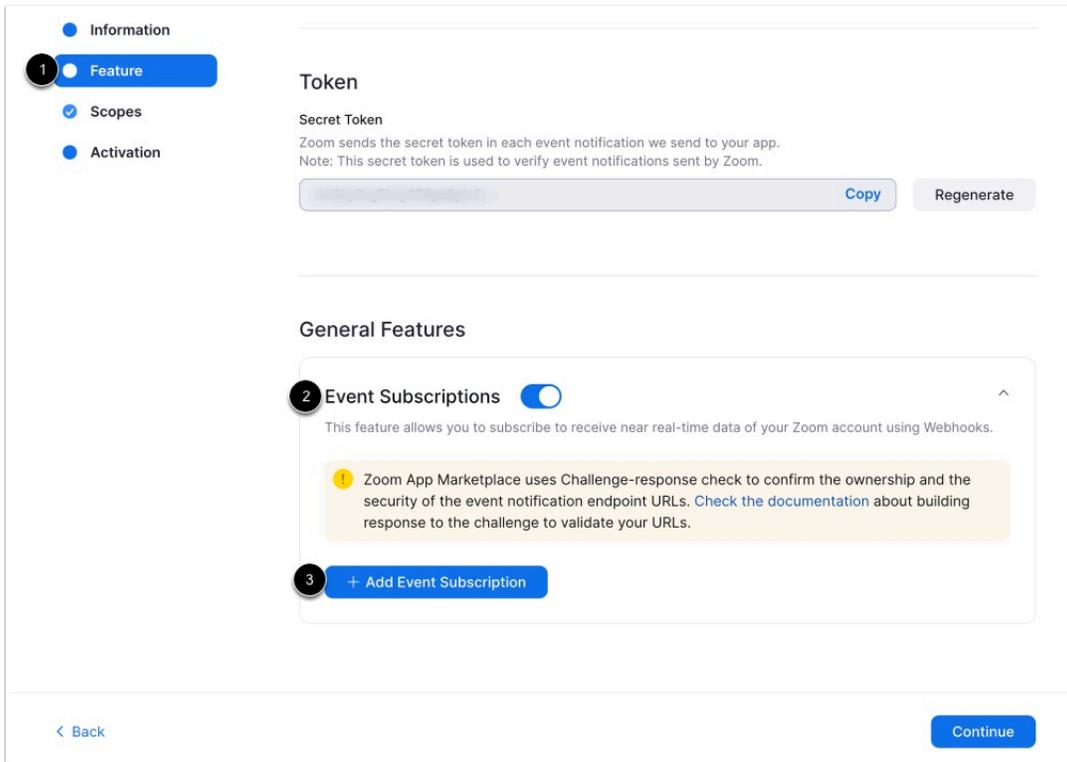
Add the client ID in the **Client ID** field [3].

Add the client secret in the **Client Secret** field [4].

Add the verification token in the **Secret Token** field [5].

Click the **Save** button [6].

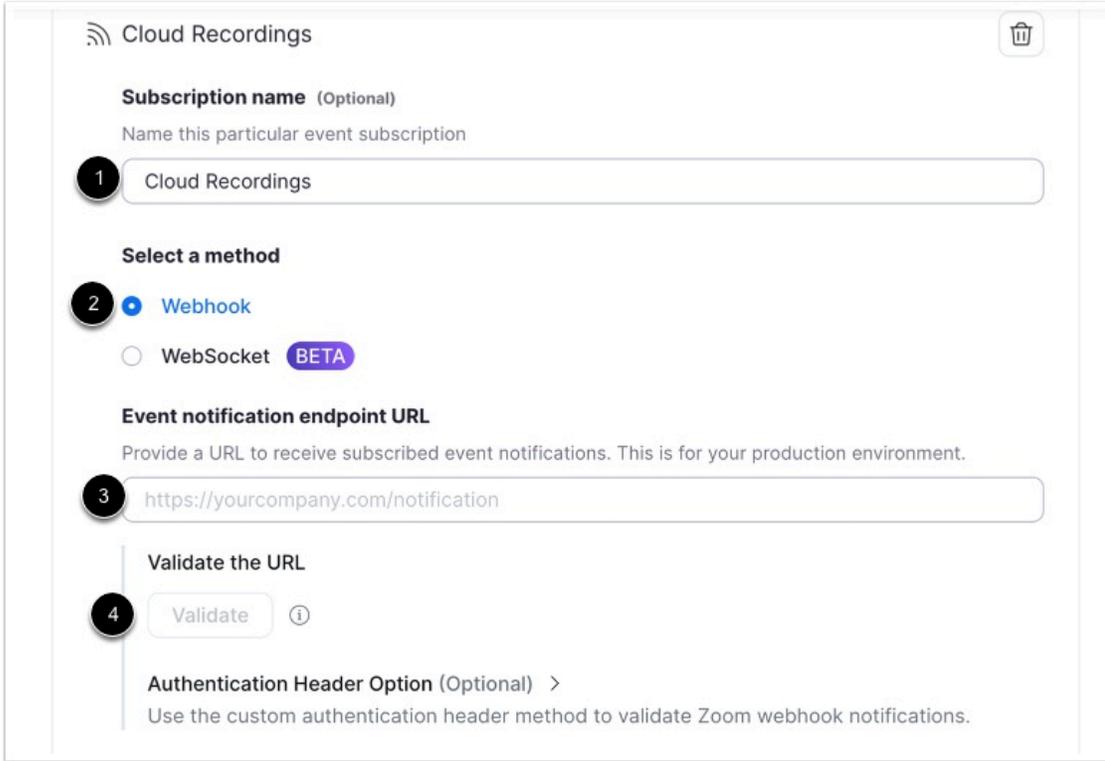
Configure Event Subscription



The screenshot shows the 'Configure Event Subscription' interface. On the left, a sidebar contains four tabs: 'Information', 'Feature' (selected and marked with a '1'), 'Scopes', and 'Activation'. The main content area is divided into two sections. The first section, 'Token', displays a 'Secret Token' with a 'Copy' button and a 'Regenerate' button. The second section, 'General Features', contains a toggle for 'Event Subscriptions' (marked with a '2') which is currently turned on. Below the toggle is a yellow warning box with a '1' icon, stating: 'Zoom App Marketplace uses Challenge-response check to confirm the ownership and the security of the event notification endpoint URLs. Check the documentation about building response to the challenge to validate your URLs.' At the bottom of the 'General Features' section is a blue button labeled '+ Add Event Subscription' (marked with a '3'). At the very bottom of the page are '< Back' and 'Continue' buttons.

In the Feature tab [1], locate and enable the Event Subscriptions toggle [2]. Click the **Add Event Subscription** button [3].

Add Event Subscription Details



Cloud Recordings 

Subscription name (Optional)
Name this particular event subscription

1 Cloud Recordings

Select a method

2 Webhook
 WebSocket **BETA**

Event notification endpoint URL
Provide a URL to receive subscribed event notifications. This is for your production environment.

3 https://yourcompany.com/notification

Validate the URL

4 

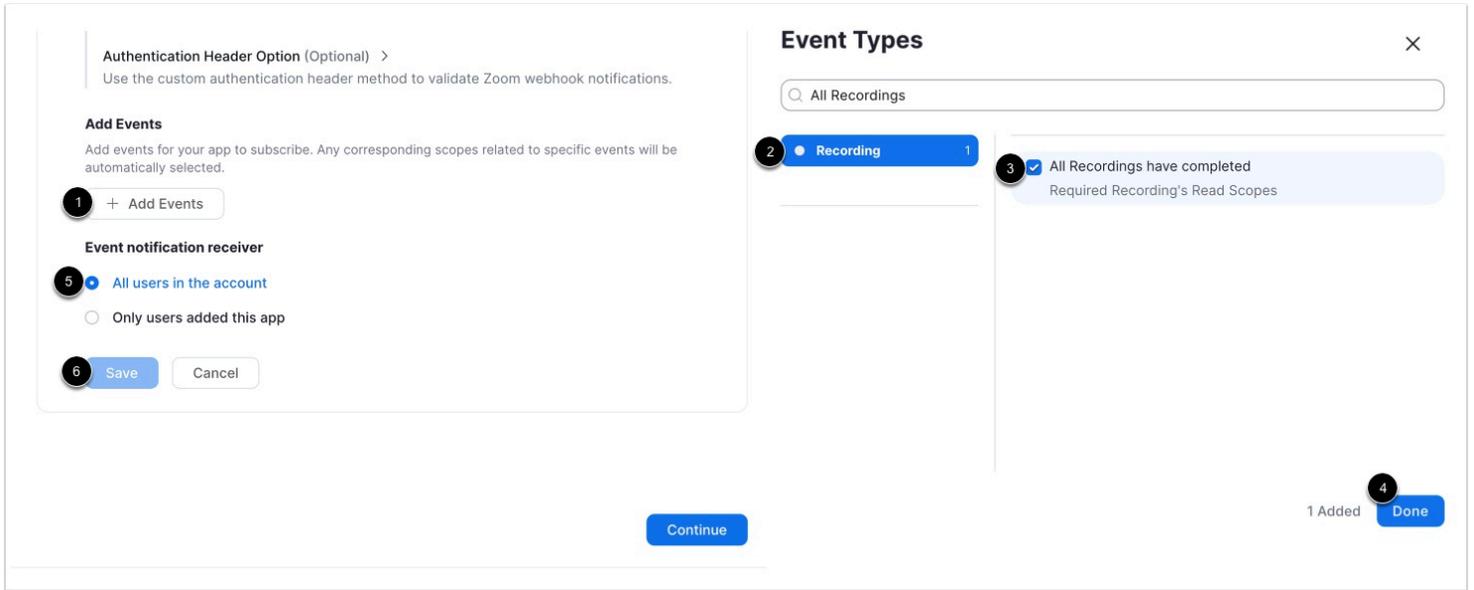
Authentication Header Option (Optional) >
Use the custom authentication header method to validate Zoom webhook notifications.

Name your subscription (e.g. Cloud Recordings) [1].

In the Select a Method section, click the **Webhook** radio button [2].

In the **Event notification endpoint URL** field, enter your URL [3]: https://[accountname].instructuremedia.com/api/conference/zoom_notification/recording_completed.

Click the **Validate** button [4].



Click the **Add Events** button [1].

In the Event Types window, click the **Recordings** tab [2] and click the **All Recordings have completed** checkbox [3]. Click the **Done** button [4].

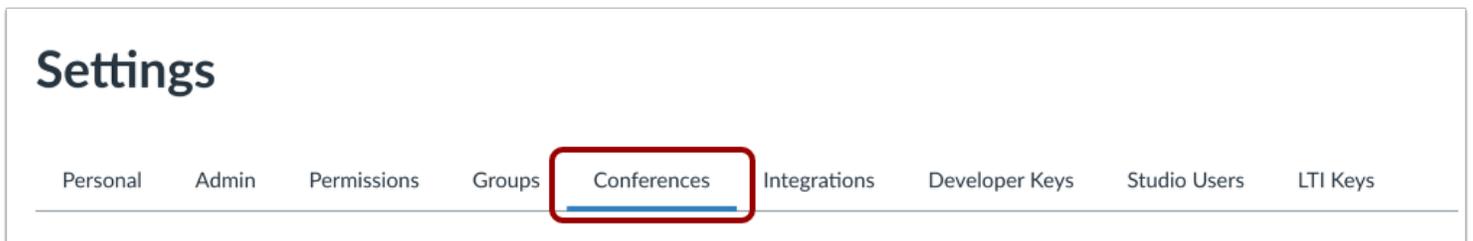
In the Event notification receiver section, click the **All users in the account** radio button [5].

Click the **Save** button [6].

How do I connect Zoom as a conference tool in Canvas Studio as an admin?

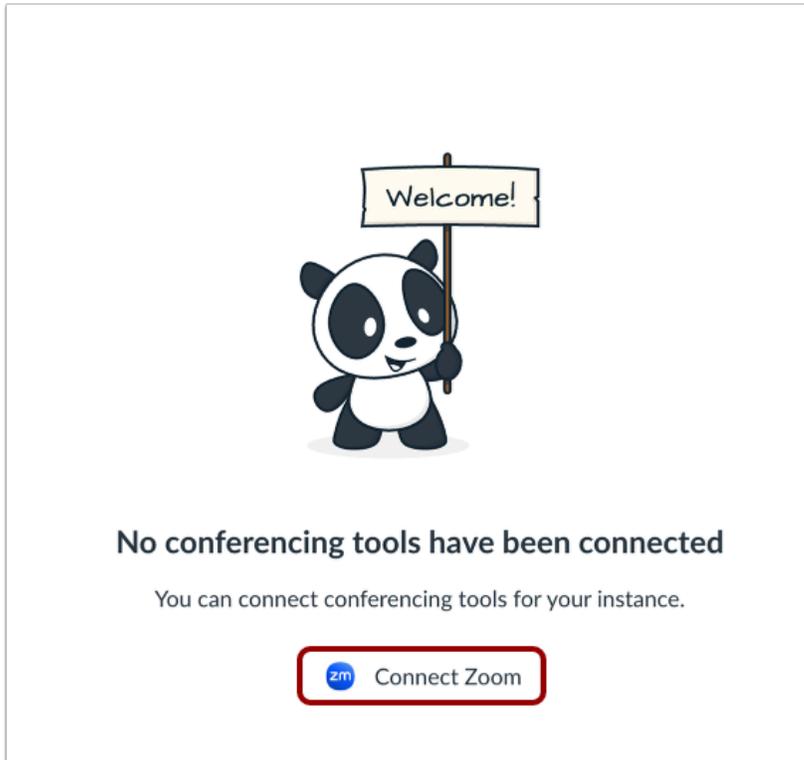
As an admin, you can connect Zoom as a conference tool in your institution's Canvas Studio account. However, before you can configure the conference tool in Studio, you must first create a cloud recording app in your Zoom account. Learn about configuring your institution's Zoom app to send cloud recordings to Canvas Studio using [Server-to-Server Authentication](#) or [User Authentication](#).

Open Conferences



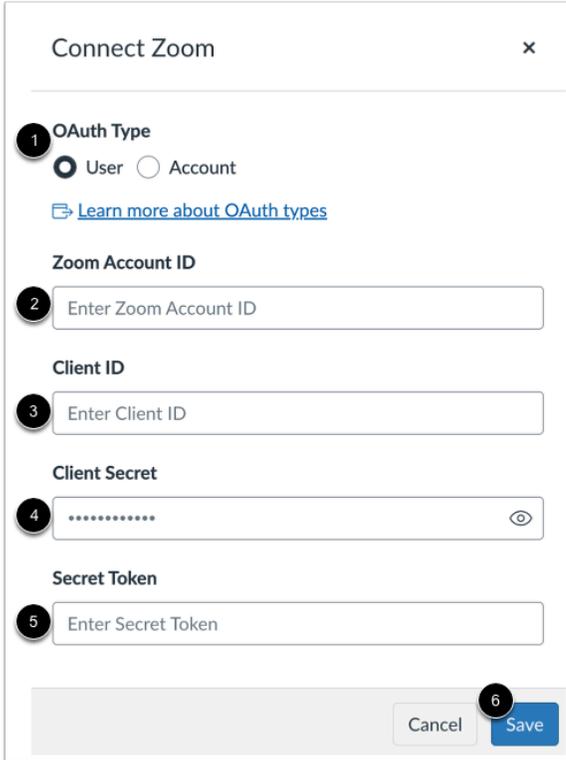
In the Settings menu, click the **Conferences** tab.

Connect Zoom



In the Conferences page, click the **Connect Zoom** button.

Add Zoom Information



In the Connect Zoom window, select the OAuth Type, [User Authentication](#) or Account [Server-to-Server Authentication](#) [1].

Add the account ID in the **Zoom Account ID** field [2]. Learn about locating your [Zoom Account ID](#).

Add the client ID in the **Client ID** field [3].

Add the client secret in the **Client Secret** field [4].

Add the verification token in the **Secret Token** field [5].

Click the **Save** button [6].

View Zoom App in Conferences

Settings

Personal Admin Permissions Groups **Conferences** Integrations Developer Keys Studio Users LTI Keys

My Recordings

Zoom

Your Zoom recordings can be managed in this section.

Please authenticate to connect your account.

 Edit Zoom Connection  Zoom User Authorization

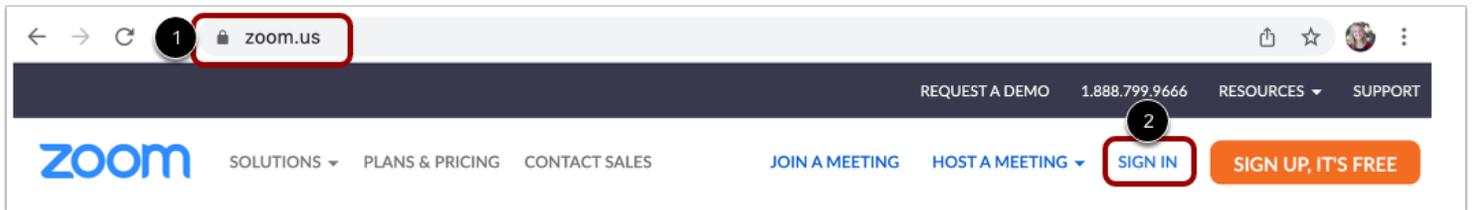
View the Zoom app. Learn about [authorizing Zoom](#) and [managing the Zoom app integration](#).

Where can I find my Zoom Account ID to connect Zoom as a conference tool in Canvas Studio?

Before you can connect your Zoom account to Canvas Studio, you must locate your Zoom account ID.

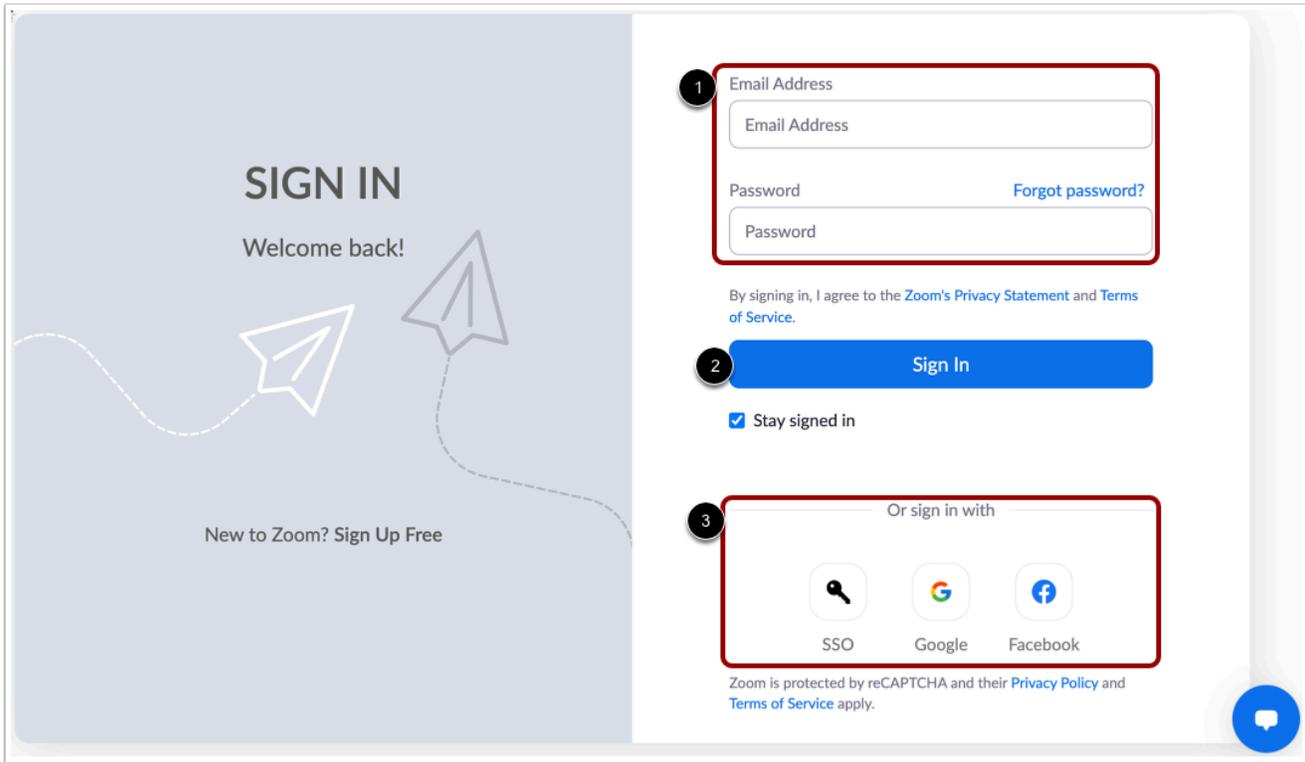
Note: The Zoom Account ID is only valid for User OAuth type. It does not work for [Server-to-Server OAuth](#). This information applies exclusively to User OAuth and is not compatible with Server-to-Server OAuth.

Open Zoom Sign In Page



Open <http://zoom.us> [1]. Then click the **Sign In** link [2].

Log In to Zoom

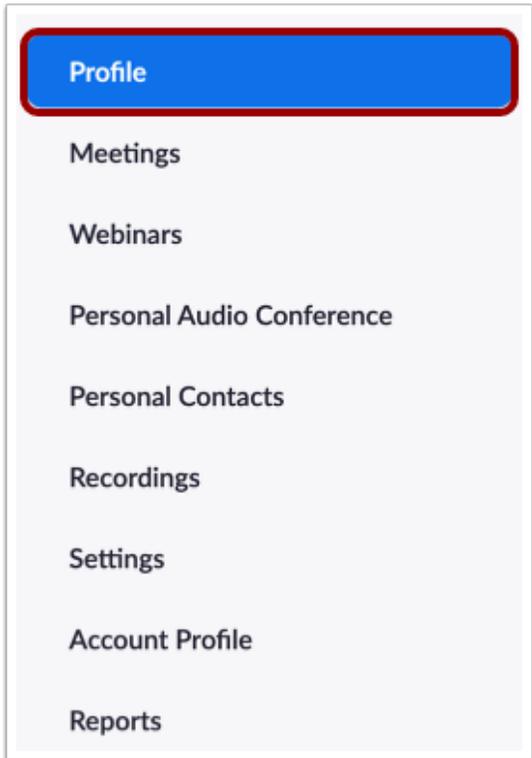


The screenshot shows the Zoom Sign In page. On the left, there is a grey background with the text "SIGN IN" and "Welcome back!". Below this, there are two paper airplane icons and the text "New to Zoom? Sign Up Free". On the right, there is a white background with a sign-in form. The form has three main sections: 1. Input fields for "Email Address" and "Password", with a "Forgot password?" link. 2. A blue "Sign In" button. 3. A "Stay signed in" checkbox. Below the form, there is a section for "Or sign in with" with icons for SSO, Google, and Facebook. At the bottom, there is a disclaimer: "Zoom is protected by reCAPTCHA and their Privacy Policy and Terms of Service apply." A blue chat bubble icon is in the bottom right corner.

On the Sign In page, enter your login credentials [1] and click the **Sign In** button [2].

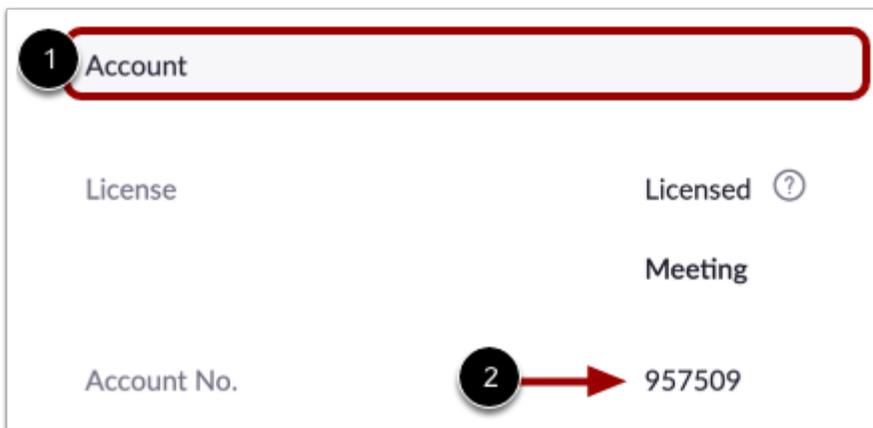
Alternatively, if your institution has configured a third party sign-in option, click an alternative sign-in option icon [3].

Open Profile



In the Navigation Menu, click the **Profile** link.

View Account



In your profile page, scroll to view the **Account** section [1].

View your Zoom Account ID [2].

Note: In Zoom, your account ID displays as your Account Number.

What are the different Zoom authorization types in Canvas Studio?

Server-to-Server OAuth

[Server-to-Server OAuth](#) streamlines the authorization process by removing the need for individual user authorization. Once an administrator configures Zoom with this OAuth type, users no longer need to authorize themselves. This allows Studio to interact with Zoom at an application level, utilizing the scopes granted by the Zoom App.

However, users are still required to perform a form of authorization to enable saving recordings to their correct user library. If a user's Studio email matches their Zoom email, authorization is straightforward. Otherwise, the user will verify their Zoom email via an email verification process.

For more details, please refer to [How do I authorize Zoom as a conferencing tool in Canvas Studio?](#)

User Authorization (User-Managed OAuth) [Legacy]

This method is maintained for backward compatibility. For new configurations, it is highly recommended to use Server-to-Server authorization.

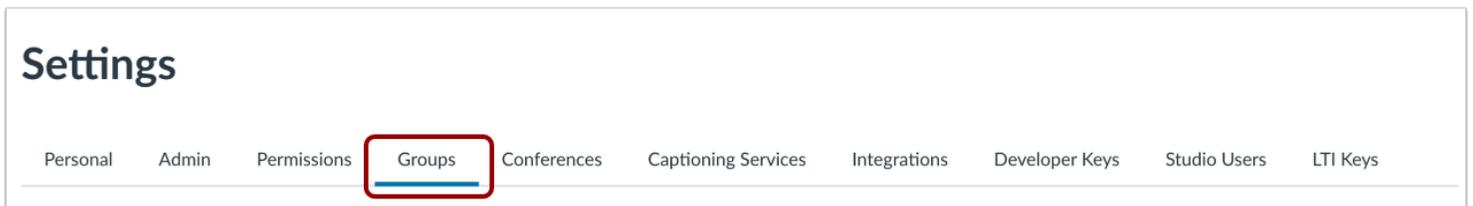
You can find more information about Zoom OAuth types by visiting the [Zoom Authorization documentation](#).

How do I view and manage other Canvas Studio account groups as an admin?

As a Studio admin, you can view a list of all other groups in your institution's Studio account in your Studio Settings Groups page. Even if you are not a member of a group, as an admin, you can manage any group, including editing group names, managing the group member list and member roles, and deleting groups.

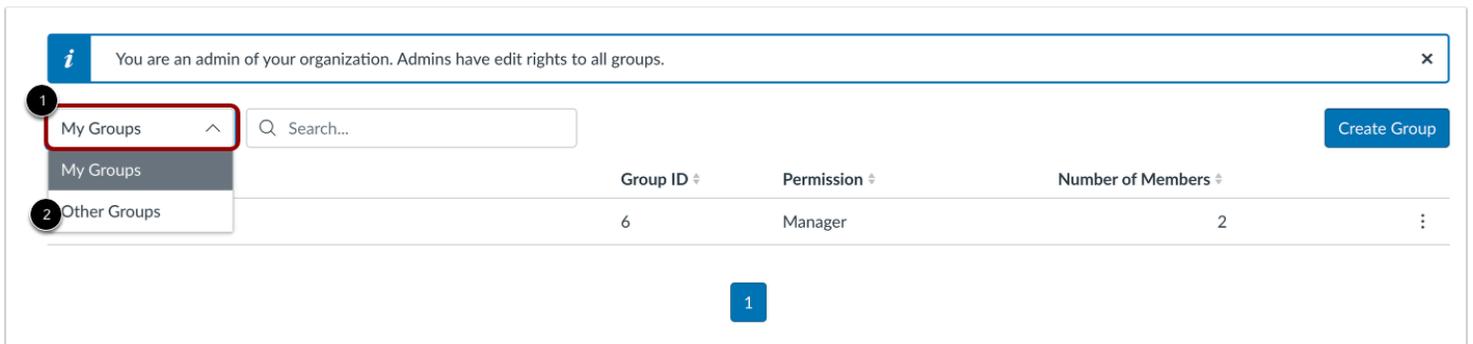
You can also view a list of all your groups. Learn more about [viewing your groups](#).

Open Groups



In the Settings menu, click the **Groups** tab.

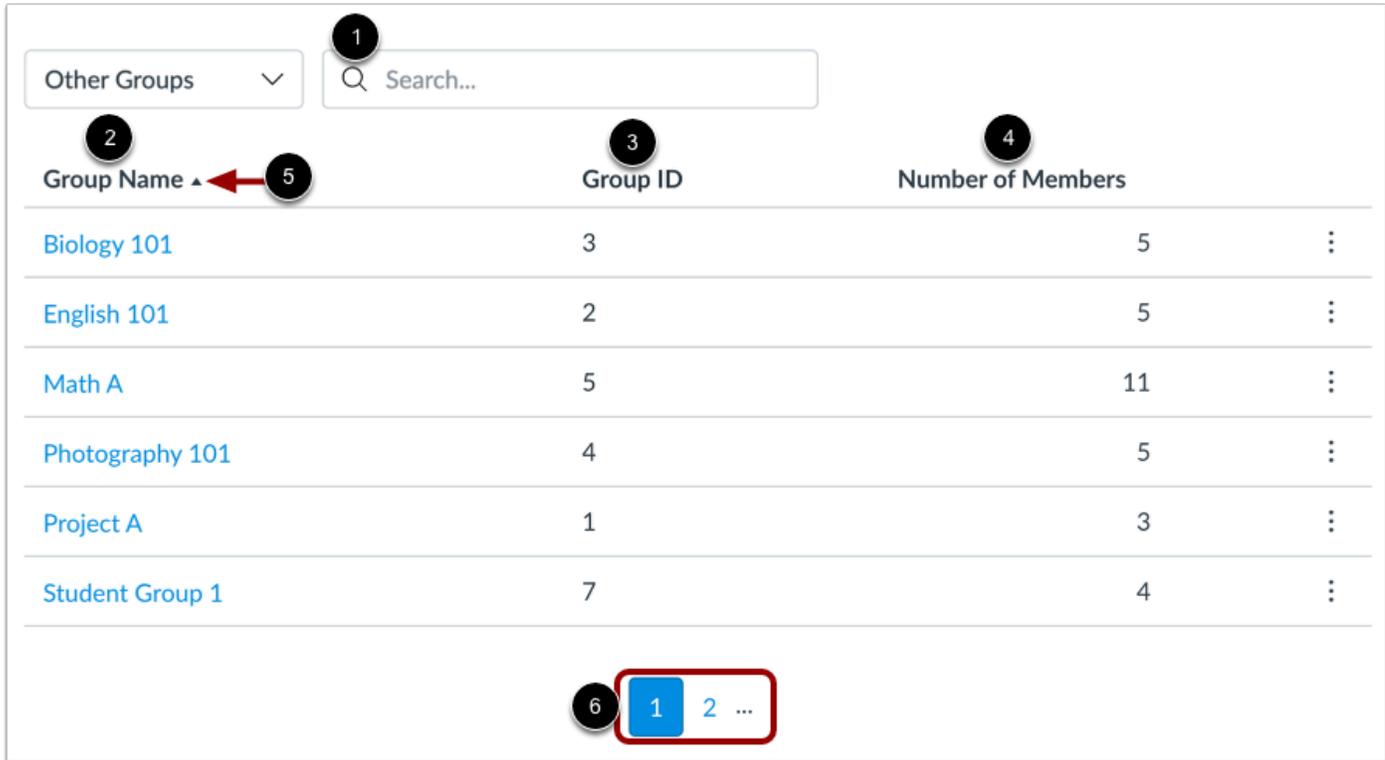
Open Other Groups



By default, Groups displays a list of all your groups. Learn more about [viewing and managing your Studio groups](#).

To open the Other Groups list, click the **Groups** drop-down menu [1]. Then select the **Other Groups** option [2].

View Other Groups List



| Group Name | Group ID | Number of Members | |
|-----------------|----------|-------------------|---|
| Biology 101 | 3 | 5 | ⋮ |
| English 101 | 2 | 5 | ⋮ |
| Math A | 5 | 11 | ⋮ |
| Photography 101 | 4 | 5 | ⋮ |
| Project A | 1 | 3 | ⋮ |
| Student Group 1 | 7 | 4 | ⋮ |

The Other Groups List displays all groups in your institution's Studio account in which you are not a member. When viewing Other Groups, you can search for a group and view a list of all groups at your institution.

To locate a specific group, enter the group name or group ID in the **Search** field [1].

The Other Groups List displays the following information:

- **Group Name** [2]: the name of each group; by default groups display in alphabetical order.
- **Group ID Number** [3]: the ID number automatically assigned to a group upon creation.
- **Number of Members** [4]: the total number of people in the group, including yourself.

To sort the Other Groups list by group name, ID, or member count, click a column header [5]. You can sort the list in ascending or descending order.

To view additional groups, use the page navigation icons [6]. Up to ten groups display per page.

Note: The Search function only returns matches from the currently selected group page. If your search does not return a result, you may need to switch to view the My Groups lists.

View Group Options

| Group Name ▲ | Group ID | Number of Members | |
|-----------------------------|----------|-------------------|----------|
| Biology 101 | 3 | 5 | ⋮ |
| English 101 | 2 | | 1 Edit |
| Math A | 5 | | 2 Delete |

As an admin, you can manage any group in the Other Groups list.

To view group management options, locate the group in the list and click the group's **Options** icon [1]. You can edit the group [2] and delete the group [3].

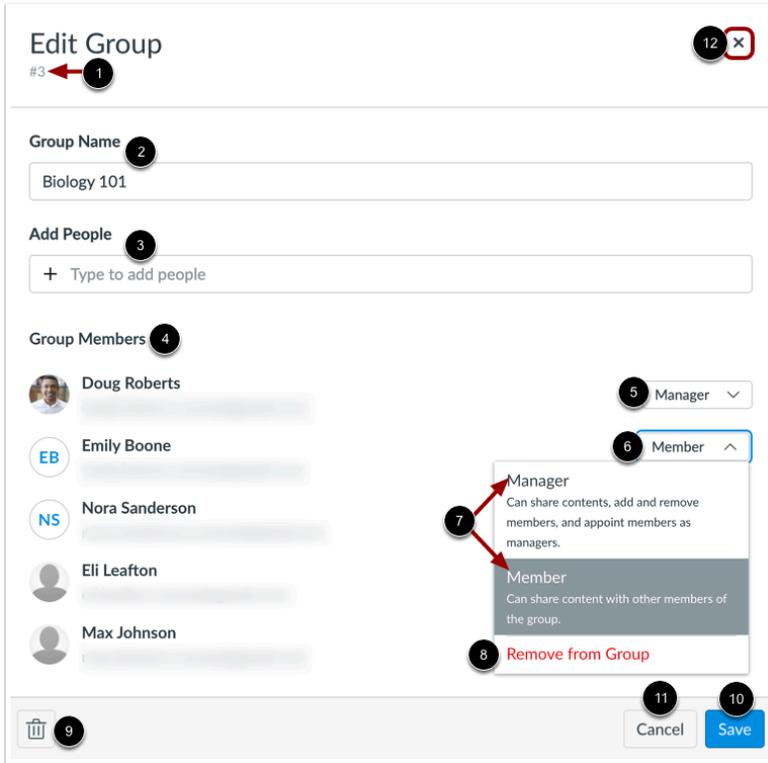
Edit Group

| Group Name ▲ | Group ID | Number of Members | |
|-------------------------------|----------|-------------------|--------|
| Biology 101 1 | 3 | 5 | 2 ⋮ |
| English 101 | 2 | | 3 Edit |
| Math A | 5 | 11 | Delete |

To view and edit details for a group, click the group name link [1].

Alternatively, locate the group in the list and click the group's **Options** icon [2]. Then select the **Edit** option [3].

Edit Group Details



In the Edit Group window, you can view the group ID [1], view and edit the group name [2], add members [3], view the group members list [4], and manage group member roles [5].

To change a group member's role, locate the group member and click the **Role** drop-down menu [6]. Then select the role [7], or remove the member from the group [8].

To delete the group, click the **Delete** icon [9].

To save any changes made to the group, click the **Save** icon [10].

To close the Edit Group window, click the **Cancel** button [11] or the **X** icon [12].

View Admin Member Notification

Group Members

| | | |
|---|----------------|---|
|  | Doug Roberts | Manager ▾ |
|  | Emily Boone | Member ▾ |
|  | Nora Sanderson |  Member ▾ |
|  | Eli Leafton | Member ▾ |

If a group member is also a Studio admin, they can view and edit any group in the Studio account, even if they are added to the group with Member permissions. Next to the admin's Role drop-down menu, an Admin icon displays.

Delete Group

| Group Name ▾ | Group ID | Number of Members | |
|--------------|----------|-------------------|--|
| Biology 101 | 3 | 5 | ⋮ |
| English 101 | 2 | | 2 Edit |
| Math A | 5 | 11 | Delete |

To leave a group, locate the group in the list and click the group's **Options** icon [1]. Then select the **Delete** option [2].

Confirm Delete

Delete Group? ✕

Deleting this group will remove everyone from it and revoke access to all media shared with the members.

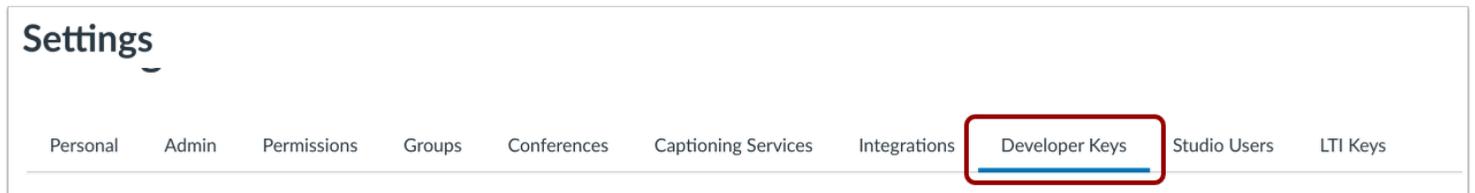
Click the **Delete** button.

Note: When you delete a group, all members are removed from the group and any group-shared media access is revoked. Please notify group members before deleting an active Studio group.

How do I manage Canvas Studio developer keys as an admin?

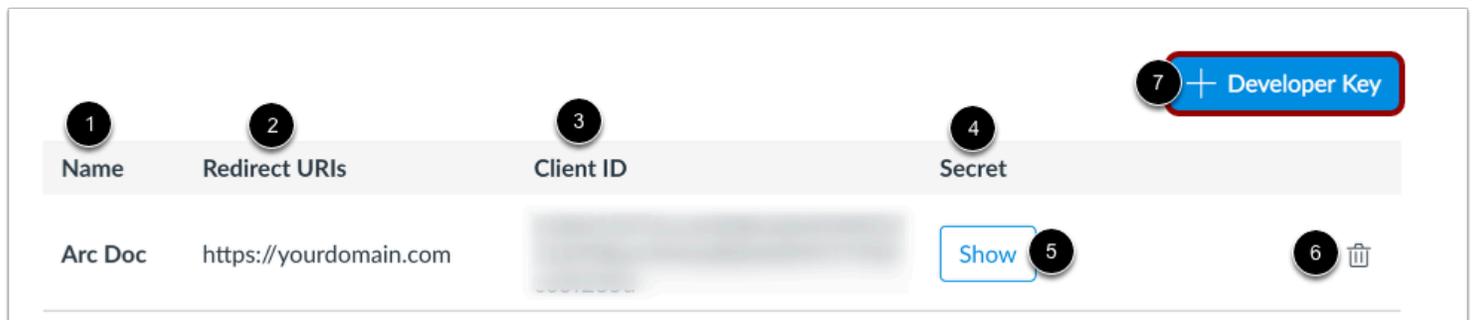
As a Canvas Studio admin, you can manage and create developer keys for your Canvas Studio account. A developer key is a code given to the developer of a third-party application that allows access to certain information and permissions within Studio. Developer keys can be used to create custom integrations with Studio and allow third-party apps to use Studio authentication. The developer key uses OAuth2 to enable the application to use Studio for authentication. For more information about OAuth2, see the [Studio Public API documentation](#) and the [Connecting Studio OAuth via Postman](#) article.

Open Developer Keys



In the Settings menu, click the **Developer Keys** tab.

View Developer Keys



The developer key displays the Name [1], Redirect URIs [2], Client ID [3], and Secret [4]. To show the secret, click the **Show** button [5]. To delete a developer key, click the **Delete** icon [6].

To add a developer key, click the **Add Developer Key** button [7].

Add Developer Key

Key Settings ×

Name:

Redirect URIs:

Supports multiple URIs

In Key Settings, enter the app or company name in the **Name** field [1]. To allow request tokens for specific domains, enter the domain redirect URIs in the **Redirect URI** field [2]. Click the **Save Key** button [3].

How do I create a Canvas Studio user as an admin?

As an admin, you can manually add users to your institution's Canvas Studio account. You can also [manage user accounts](#) and assign users with the Canvas Studio Admin role.

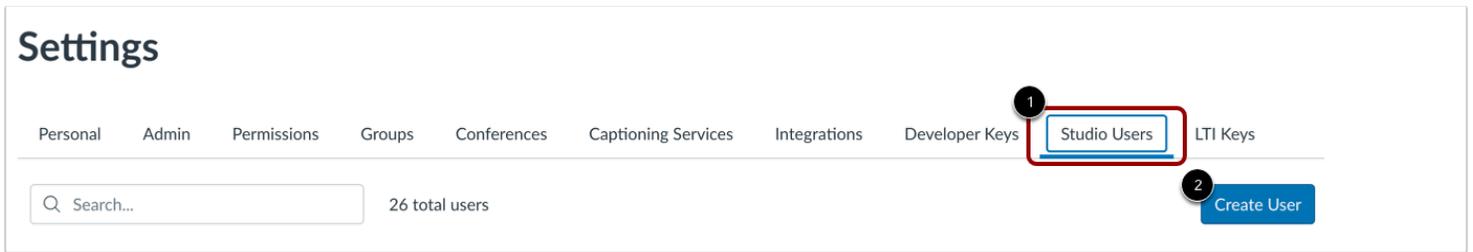
If you need to add a specific user to Studio, especially as an admin, you should manually create their account in Canvas Studio.

If your institution uses the Canvas Studio LTI in Canvas, the first time a user accesses Studio in Canvas, Studio automatically creates an account, adds the user in the Studio users list, and assigns them a Studio role based on their user role in Canvas.

When you add a user to your Studio account, the user receives an email invitation to create a password to access your institution's Canvas Studio site.

Note: Currently once you create a user, you cannot remove the user from the Studio account.

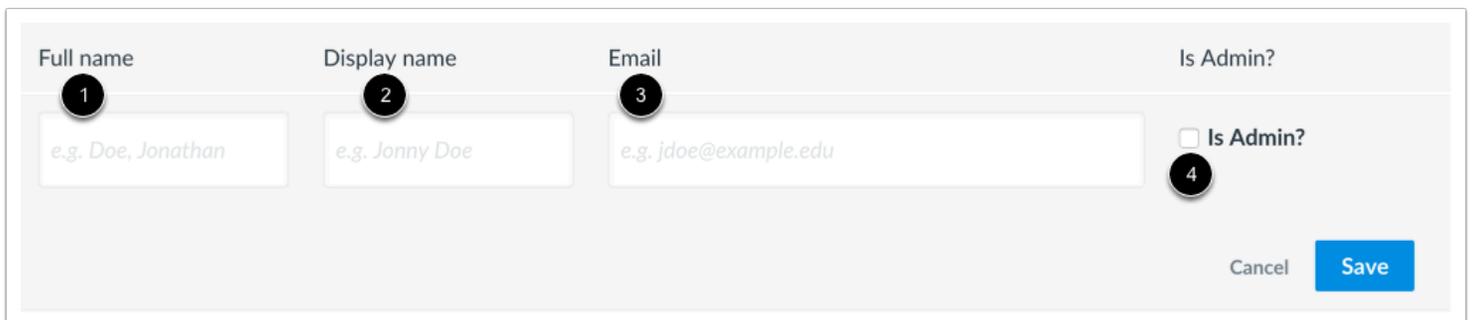
Create User



The screenshot shows the 'Settings' menu in Canvas Studio. The 'Studio Users' tab is highlighted with a red box and a circled '1'. Below the menu, there is a search bar with '26 total users' and a 'Create User' button highlighted with a circled '2'.

In the Settings menu, click the **Studio Users** tab [1]. Then, click the **Create User** button [2].

Enter User Details



The screenshot shows the 'Enter User Details' form. It has four fields: 'Full name' (1), 'Display name' (2), 'Email' (3), and 'Is Admin?' (4). The 'Full name' field contains 'e.g. Doe, Jonathan', 'Display name' contains 'e.g. Jonny Doe', and 'Email' contains 'e.g. jdoe@example.edu'. The 'Is Admin?' field has a checkbox labeled 'Is Admin?'. There are 'Cancel' and 'Save' buttons at the bottom right.

Enter the user's information for the account. The user's information only effects how the user is viewed in the Studio account and does not have any affect on a user's Canvas account. However, for best results, a user's Studio account information should match the user's Canvas information.

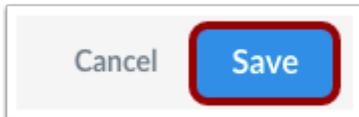
In the **Full Name** field [1], enter the user's full name.

In the **Display Name** field [2], enter the name that should be seen by other users in the account.

In the **Email** field [3], enter the user's email address. The user will be sent an email address to create an account password.

If you want to give admin rights to the user, click the **Is Admin?** checkbox [4].

Save User



Click the **Save** button.

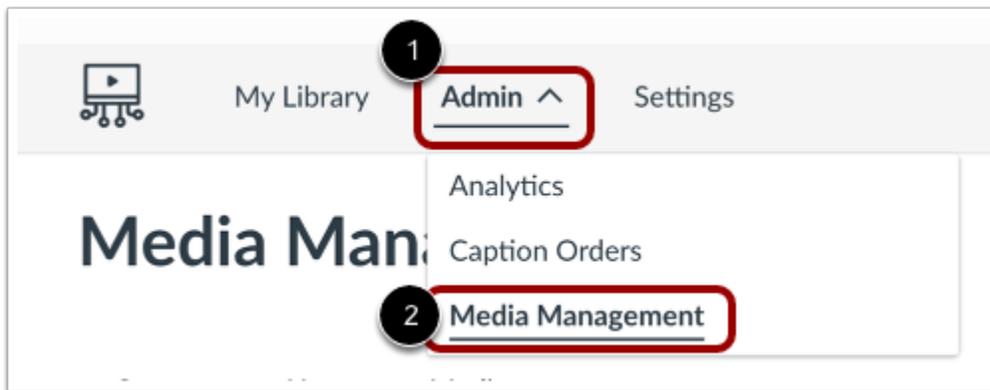
How do I manage Canvas Studio users as an admin?

As a Canvas Studio admin, you can add and manage Canvas Studio users in the Media Management page.

You can manually add users and assign their user role, or users may be automatically added and assigned a user role based on their user role when they access Studio links or content in Canvas LMS. Most commonly, admin users are added manually.

Currently you cannot remove users from the Studio account.

Open Media Management



In the Studio navigation menu, click the **Admin** drop-down menu [1]. Then, click the **Media Management** option [2].

View Studio Users

Media Management Filter

Courses **Users** Media Archive

1 - 32 of 32 displayed

+ Create User

Enter at least 3 characters to search

| User Name | Student | Teacher | Studio Content | Storage | Email | Actions |
|---|---------|---------|----------------|---------|------------------------------|---------|
| Max Johnson | ✓ | - | 0 | 0 MB | max.johnson.canvas@gmail.com | ⋮ |
| Caroline Jones Inactive | - | - | 0 | 0 MB | c.jones.canvas@gmail.com | ⋮ |
| Test Student Inactive | ✓ | - | 0 | 0 MB | | ⋮ |
| Eli Leafton Inactive | - | - | 0 | 0 MB | eli.leafton.canvas@gmail.com | ⋮ |
| Emily Boone | ✓ | - | 7 | 41 MB | emily.boone.canvas@gmail.com | ⋮ |

To view users in your Studio account, click the **Users** tab [1].

You can search for a user by full name, display name, or email address by typing in the **Search** field [2].

To [manually add a new user](#), click the **Create User** button [3].

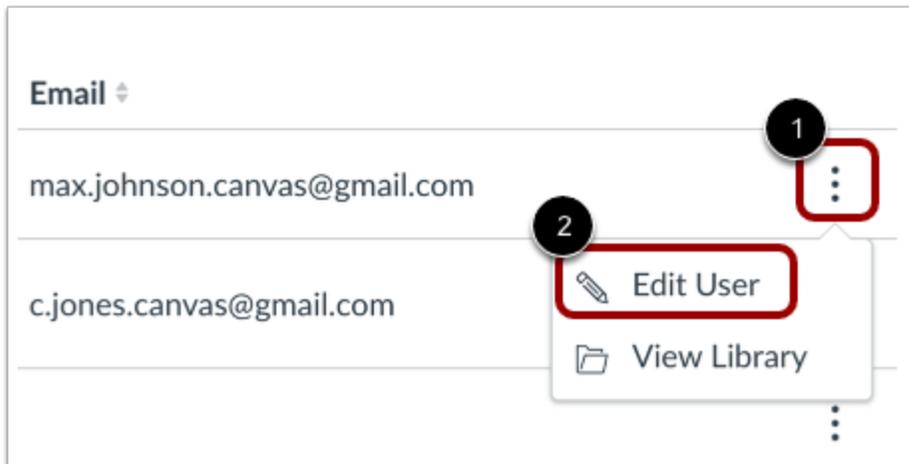
View User Information

| User Name | Student | Teacher | Studio Content | Storage | Email | Actions |
|---|---------|---------|----------------|---------|------------------------------|---------|
| Max Johnson | ✓ | - | 0 | 0 MB | max.johnson.canvas@gmail.com | ⋮ |
| Caroline Jones Inactive | - | - | 0 | 0 MB | c.jones.canvas@gmail.com | ⋮ |
| Test Student Inactive | ✓ | - | 0 | 0 MB | | ⋮ |
| Eli Leafton Inactive | - | - | 0 | 0 MB | eli.leafton.canvas@gmail.com | ⋮ |

In the Users list, you can view and sort users by full name, student or teacher status, number of items owned in Studio, storage usage, or email address.

Note: Studio does not require email addresses for user accounts. If your institution uses a single sign-on (SSO) authentication system that does not rely on email addresses, some users who only access Studio directly through Canvas LMS may not display an associated email address.

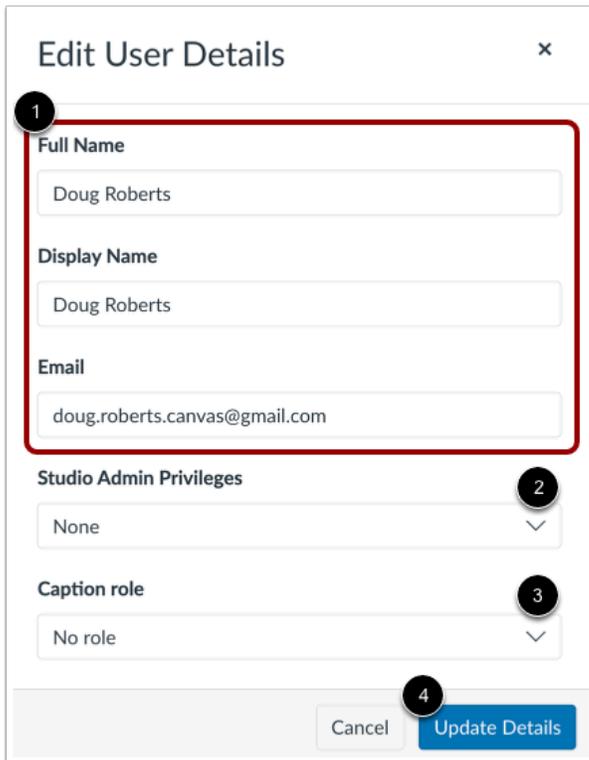
Manage Users



To edit information for an existing user, click the Options icon [1]. Then, click the **Edit User** button [2].

Currently you cannot remove a user from your account.

Edit User Details



To change the user's name, display name, or email address as shown for the user's Studio account, enter text in the appropriate fields [1].

To change a user's access to or from Admin status, click the **Studio Admin Privileges** drop-down menu [2]. If the user does not have Admin privileges, a caption role can be selected. To select a caption role, click the **Caption role** drop-down menu [3].

To save changes, click the **Update Details** button [4].

Notes:

- Canvas Studio does not automatically send email notifications to users about their updated admin user role status. When you update a user as an admin, you should notify the user of their Canvas Studio role status update. The user can validate their admin account using the password reset link in your institution's Canvas Studio site login page.
- Editing user fields does not affect a user's Canvas account.

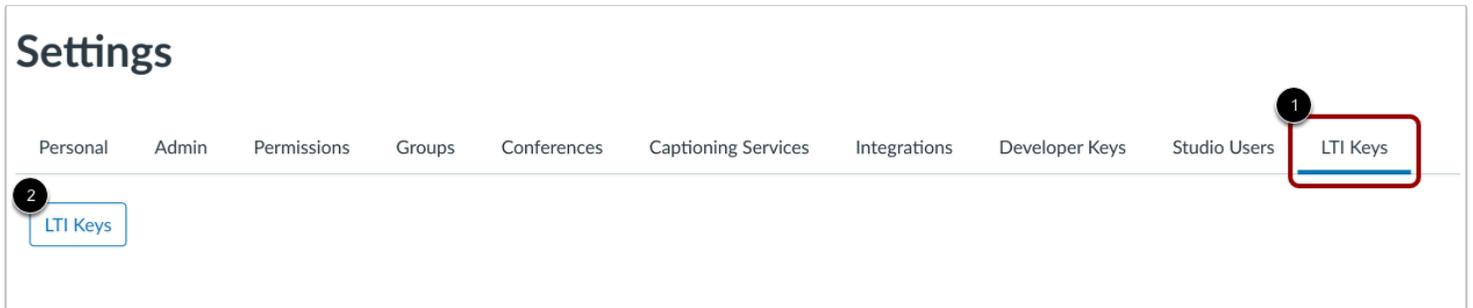
How do I view my institution's Canvas Studio LTI Keys as an admin?

As part of your institution's Canvas Studio configuration, your Studio account includes LTI keys that are used to integrate Studio into other compatible platforms, including Canvas.

If you need to access the LTI Keys for your institution, you can view them as a Studio admin.

Note: The LTI Keys are for an entire institution, not just for you as an admin. If you need to change the LTI Keys, please contact your Customer Success Manager.

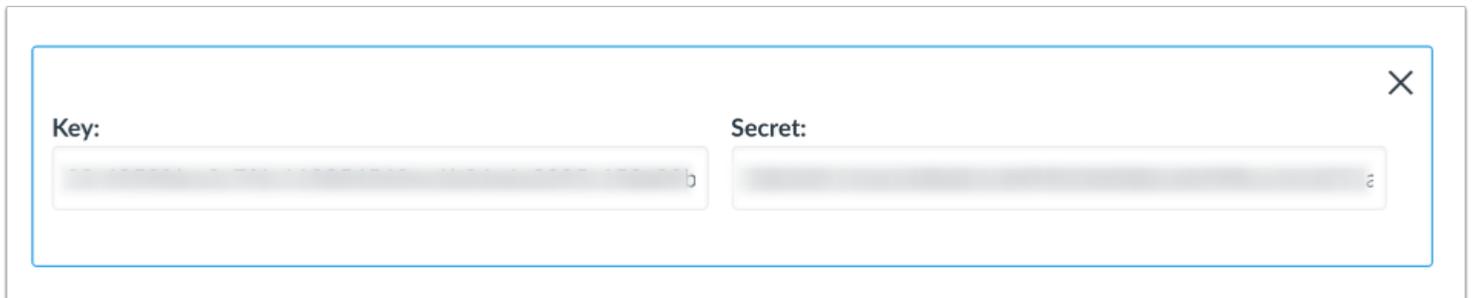
Open LTI Keys



The screenshot shows the 'Settings' page in Canvas Studio. At the top, there is a navigation bar with tabs: Personal, Admin, Permissions, Groups, Conferences, Captioning Services, Integrations, Developer Keys, Studio Users, and LTI Keys. The 'LTI Keys' tab is highlighted with a red box and a callout '1'. Below the navigation bar, there is a button labeled 'LTI Keys' with a callout '2'.

In the Settings menu, click the **LTI Keys** tab [1]. Then click the **LTI Keys** button [2].

View LTI Keys



The screenshot shows a dialog box for viewing LTI Keys. It has a title bar with a close button (X). Inside the dialog, there are two input fields: 'Key:' and 'Secret:'. Both fields contain blurred text, indicating that the keys are hidden for security.

View the Key and Secret for your institution's account.

How do I manage Canvas Studio default settings for embedding and captioning media as an admin?

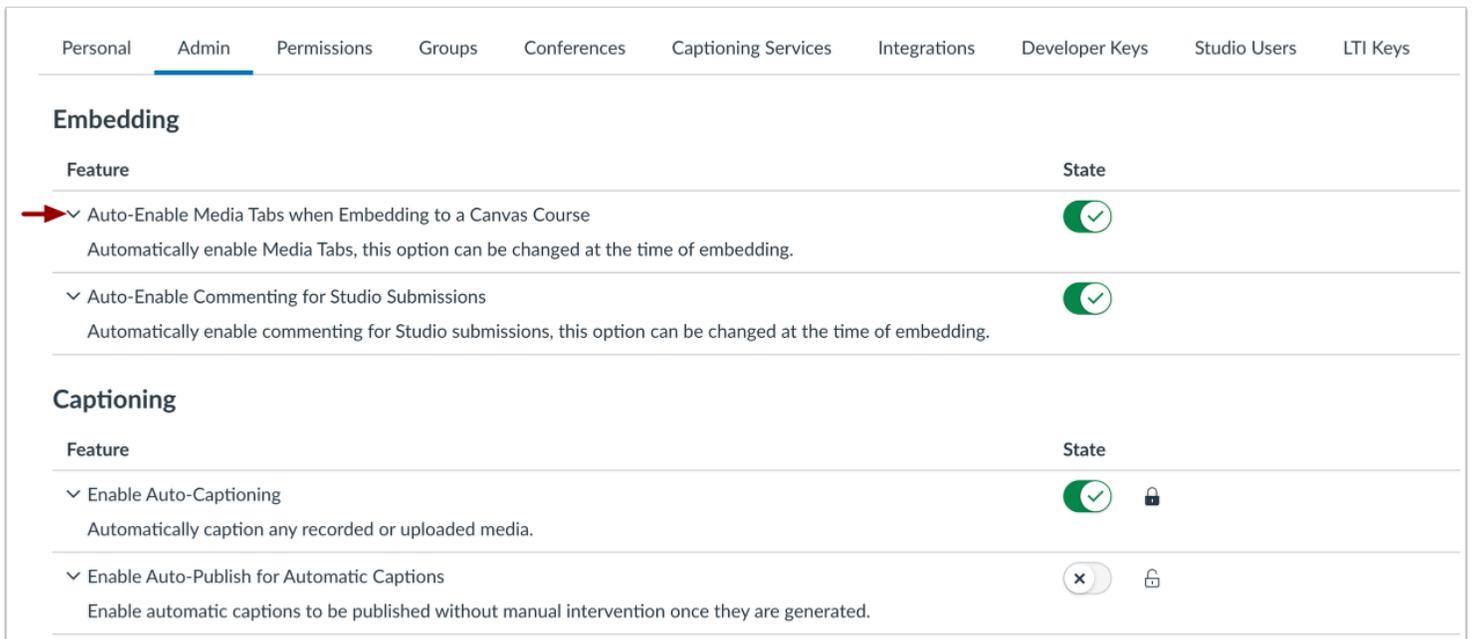
As a Canvas Studio admin, you can manage default options for embedding and captioning Studio media from the Admin tab of the Settings menu.

Open Admin



In the Settings menu, click the **Admin** tab.

View Feature Descriptions



The screenshot shows the 'Admin' tab selected in the settings menu. Below the menu, there are two sections: 'Embedding' and 'Captioning'. Each section has a table of features and their states.

| Feature | State |
|--|---|
| <p>➔ Auto-Enable Media Tabs when Embedding to a Canvas Course</p> <p>Automatically enable Media Tabs, this option can be changed at the time of embedding.</p> |  |
| <p>▼ Auto-Enable Commenting for Studio Submissions</p> <p>Automatically enable commenting for Studio submissions, this option can be changed at the time of embedding.</p> |  |
| Captioning | |
| <p>Feature</p> | <p>State</p> |
| <p>▼ Enable Auto-Captioning</p> <p>Automatically caption any recorded or uploaded media.</p> |  |
| <p>▼ Enable Auto-Publish for Automatic Captions</p> <p>Enable automatic captions to be published without manual intervention once they are generated.</p> |  |

To view more feature details, click the **Expand** icon.

Auto-Enable Media Tabs When Instructors Embed

Embedding

| Feature | State |
|---|-------------------------------------|
| √ Auto-Enable Media Tabs when Embedding to a Canvas Course Automatically enable Media Tabs, this option can be changed at the time of embedding. | <input checked="" type="checkbox"/> |
| √ Auto-Enable Commenting for Studio Submissions Automatically enable commenting for Studio submissions, this option can be changed at the time of embedding. | <input checked="" type="checkbox"/> |

To enable media tabs by default when instructors embed media, click the **Auto-enable Media Tabs when embedding to a Canvas Course** toggle on.

Media tabs on embedded course media display media details, comments, insights, and captions. Students can also view details and enter comments.

Note: When an instructor embeds media, the instructor can select to hide media tabs.

Auto-Enable Commenting for Student Submissions

Personal **Admin** Permissions Groups Conferences Captioning Services Integrations Developer Keys Studio Users LTI Keys

Embedding

| Feature | State |
|---|-------------------------------------|
| √ Auto-Enable Media Tabs when Embedding to a Canvas Course Automatically enable Media Tabs, this option can be changed at the time of embedding. | <input checked="" type="checkbox"/> |
| √ Auto-Enable Commenting for Studio Submissions Automatically enable commenting for Studio submissions, this option can be changed at the time of embedding. | <input checked="" type="checkbox"/> |

To enable media tabs by default when students embed media, click the **Auto-enable commenting for Studio submissions** toggle on.

Media tabs for student-embedded media allow comments on the media.

Note: When a student embeds media, the student can select to hide media tabs.

Enable Auto-Captioning

| Feature | State |
|--|---|
| ✓ Enable Auto-Captioning Automatically caption any recorded or uploaded media. |   |
| ✓ Enable Auto-Publish for Automatic Captions Enable automatic captions to be published without manual intervention once they are generated. |   |

By default, auto-captioning is turned on. To disable auto-captioning for your account, click the **State** toggle off.

Enable Auto-Publish for Automatic Captions

| Feature | State |
|--|---|
| ✓ Enable Auto-Captioning Automatically caption any recorded or uploaded media. |   |
| ✓ Enable Auto-Publish for Automatic Captions Enable automatic captions to be published without manual intervention once they are generated. |   |

By default, auto-publish for auto-captioning is turned off. To enable auto-publish for auto-captioning, click the **State** toggle on.

Lock Captioning Features

| Captioning | |
|--|---|
| Feature | State |
| > Enable Auto-Captioning |   |
| > Enable Auto-Publish for Automatic Captions |   |

As an admin, you can set and lock captioning features for all user accounts.

To select a feature setting, click the **State** toggle to the desired state [1]. Then, click the **Lock** icon for that feature [2].

Note: Locking a feature setting overrides users' individual captioning settings.

How do I manage Canvas Studio default settings for permanently deleting archived media as an admin?

As a Canvas Studio admin, you can manage the option for allowing users to permanently delete archive media items from the Admin tab of the Settings menu.

Open Admin



In the Settings menu, click the **Admin** tab.

View Feature Description

Media Management

| Feature | State |
|--|---|
|  Allow users to permanently delete archived media items This option allows users to permanently delete media. If disabled, this action is restricted to admins. |  |

To view more feature details, click the **Expand** icon.

Enable Allow Users to Permanently Delete Archived Media Items

Media Management

| Feature | State |
|---|---|
|  Allow users to permanently delete archived media items This option allows users to permanently delete media. If disabled, this action is restricted to admins. |  |

To enable users to permanently delete archived media items, click the **State** toggle on.

Note: Unless users are granted the Allow users to permanently delete archived media items permission, only admins can delete archived media permanently.

How do I link Canvas Studio to professional captioning services as an admin?

As a Canvas Studio admin, you can manage API links to professional captioning services in Studio Settings.

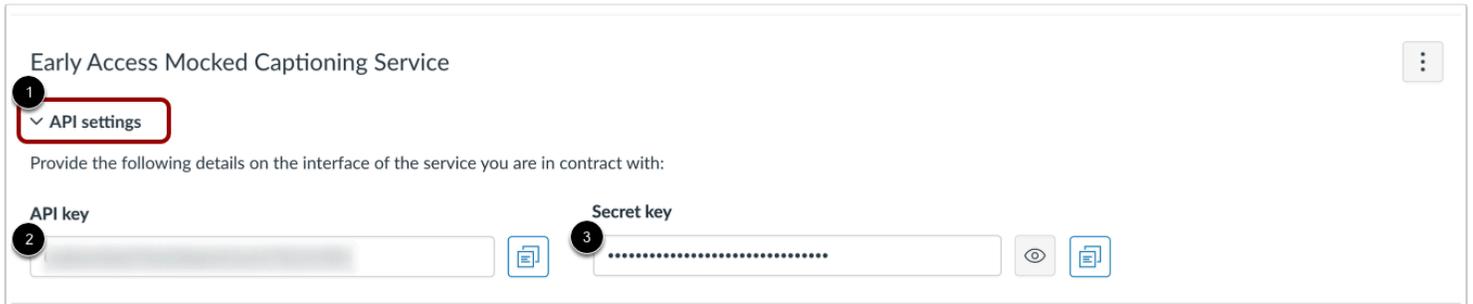
Note: Professional captioning is only available if your district contracts with professional captioning services Verbit or Cielo24.

Open Captioning Services



In the Settings menu, click the **Captioning services** tab.

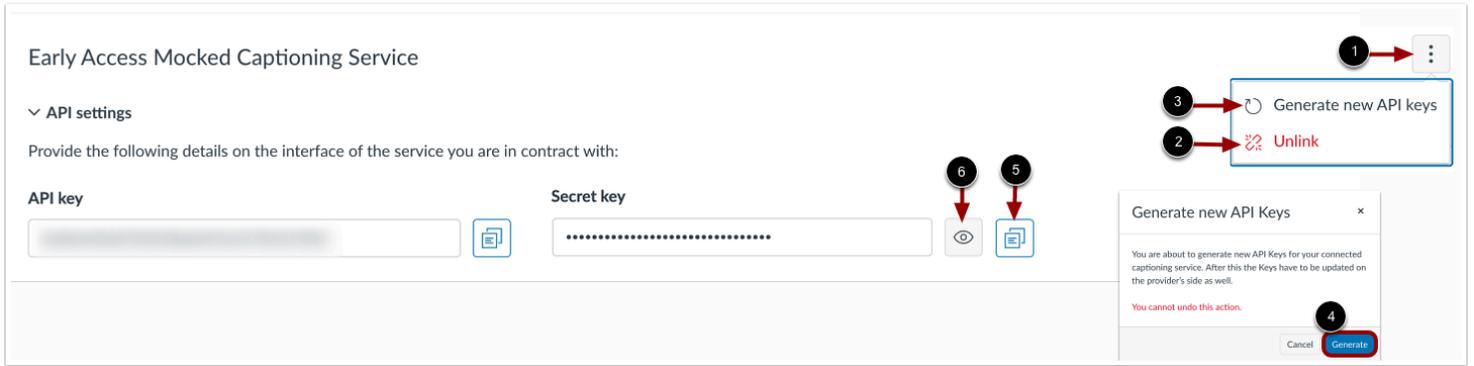
Enter API Settings



To link Canvas Studio to your professional captioning service by entering an API key, click the **API settings** header [1].

Enter the API key provided by the captioning service in the **API key** field [2]. Then, enter the provided Secret key in the **Secret key** field [3].

Manage API Keys



Early Access Mocked Captioning Service

API settings

Provide the following details on the interface of the service you are in contract with:

API key  (5)

Secret key  (6)  (5)

Options menu (1):

- Generate new API keys (3)
- Unlink (2)

Generate new API Keys dialog (4):

You are about to generate new API Keys for your connected captioning service. After this the Keys have to be updated on the provider's side as well.

You cannot undo this action.

Cancel **Generate** (4)

To manage API keys, click the **Options** button [1].

To unlink your Canvas Studio account from the captioning service, click the **Unlink** option [2].

To delete existing API keys and generate new keys, click the **Generate new API keys** option [3]. When Generate new API keys is selected, a confirmation window displays. When new API keys are generated, the existing keys are deleted and the new keys must be updated on the captioning provider's site. This action can not be undone. To confirm that you wish to generate new keys, click the **Generate** button [4].

To copy a key, click the **Copy** button [5].

To view the hidden Secret key, click the **View** button [6].

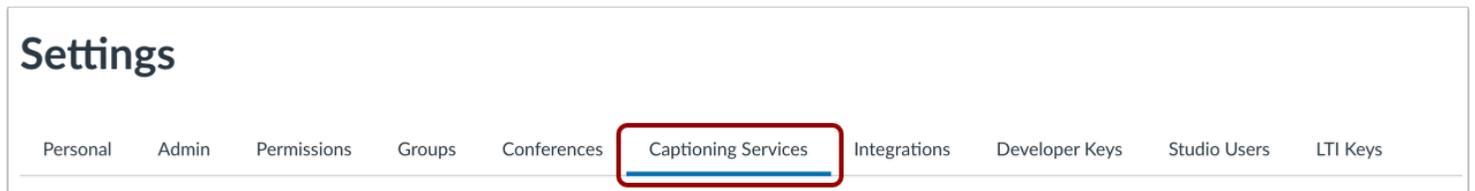
How do I manage professional captioning roles in Studio Settings as an admin?

If your district has a contract for professional captioning, admins can create and manage added captioning roles for Studio users in Studio Settings.

Notes:

- By default, admins have access to all service types and all instructors in the district are automatically assigned the Teacher role.
- Professional captioning is only available if your district contracts with professional captioning services Verbit or Cielo24.

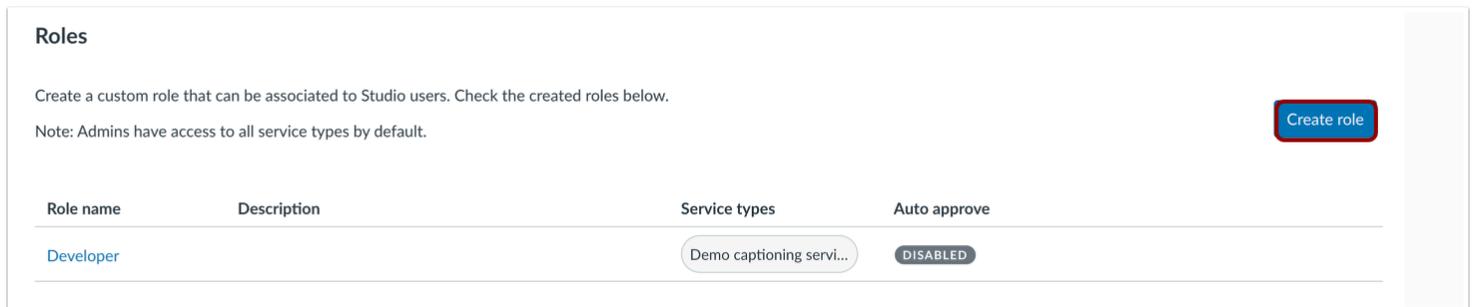
Open Captioning Services



The screenshot shows the 'Settings' menu in Canvas Studio. The 'Captioning Services' tab is highlighted with a red box. Other tabs visible include Personal, Admin, Permissions, Groups, Conferences, Integrations, Developer Keys, Studio Users, and LTI Keys.

In the Settings menu, click the **Captioning services** tab.

Open Create Role



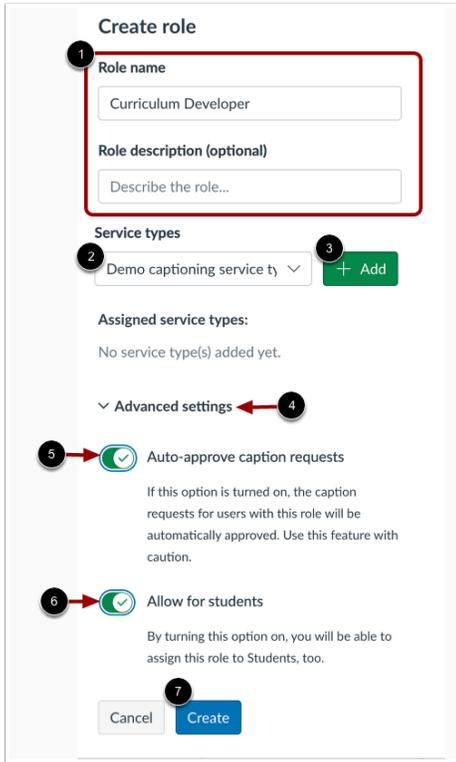
The screenshot shows the 'Roles' page in Canvas Studio. A 'Create role' button is highlighted with a red box. Below the button is a table with columns for Role name, Description, Service types, and Auto approve.

| Role name | Description | Service types | Auto approve |
|-----------|-------------|--------------------------|--------------|
| Developer | | Demo captioning servi... | DISABLED |

In Canvas Studio captioning services, roles are defined by the service types they can access. By default, Studio admins have access to all role types and all instructors are assigned to the Teacher role.

To create additional user roles, click the **Create role** button.

Create Role



Enter a role name and optional role description in the appropriate fields [1].

To select a service type allowed for the role, click the **Service types** drop-down menu [2]. Then to add the service type, click the **Add** button [3].

To view additional settings, click the **Advanced settings** drop-down [4].

To allow users with the role to auto-approve their caption requests, click the **Auto-approve caption requests** toggle to on [5].

To allow students to be assigned to the role, click the **Allow for students** toggle to on [6].

To save changes and create the new role, click the **Create** button [7].

View and Manage Roles

Roles

Create a custom role that can be associated to Studio users. Check the created roles below.

Note: Admins have access to all service types by default.

[Create role](#)

| Role name | Description | Service types | Auto approve |
|--------------------------------------|-------------|--------------------------|--------------|
| Curriculum Developer | | Demo captioning servi... | DISABLED |

The created role displays in the Roles list. To make changes to a created role, click the role name link.

Assign Role

Settings

- Personal
- Admin
- Permissions
- Groups
- Conferences
- Captioning Services
- Integrations
- Developer Keys
- Studio Users**
- LTI Keys

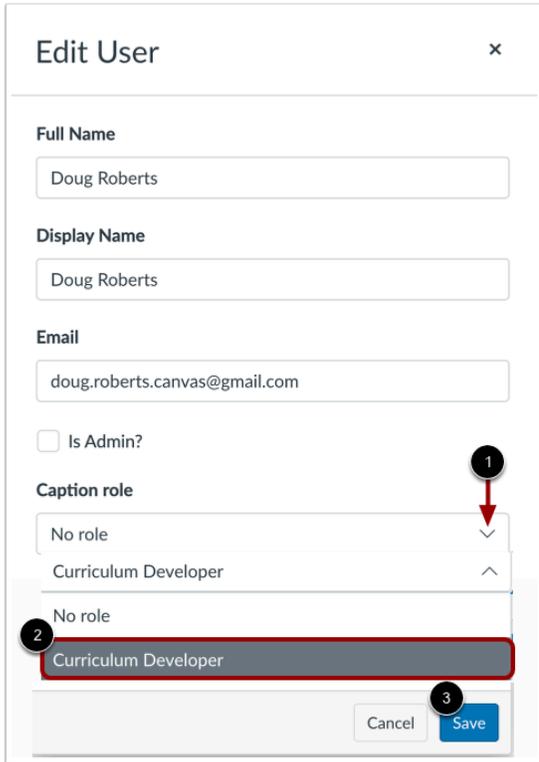
Search... 26 total users [Create User](#)

| Full Name ▲ | Display Name ◊ | Email ◊ | Is Admin? ◊ |
|-------------|----------------|---------|--------------------------|
| | | | Yes Edit |
| | | | Yes Edit |
| | | | No Edit |

To assign a role, click the **Studio Users** link [1].

Locate the user in the list, and click the **Edit** button [2].

Edit User



In the Edit User window, to select an added caption role for the user, click the **Caption role** drop-down [1]. Then, select the role you wish to add from the list [2].

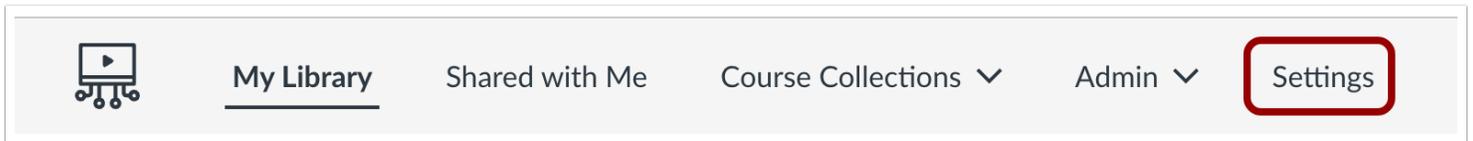
To add the role, click the **Save** button [3].

How do I manage professional captioning orders in Studio Settings as an admin?

If your district has a contract for professional captioning, as an admin you can view and approve captioning orders placed by Studio users in Caption orders.

Note: Professional captioning is only available if your district contracts with professional captioning services Verbit or Cielo24.

Open Studio Settings



In the Studio Navigation Menu, click the **Settings** tab.

Approve or Reject Caption Orders

| Owner | Title | Requested on ▾ | Service † | Language † | Action |
|--------------|--|----------------|--------------------------|------------|--|
| Doug Roberts | ▶ Danielle Jackson's Perso...18 April, 2023] (27:19) | 08/11/23 | Demo captioning servi... | EN | 2 <input type="checkbox"/> Approve <input type="checkbox"/> 3 Reject |

In the Caption orders page, new orders display in the New orders section.

To view the media file that contains the caption request, click the **Title** link [1].

To approve the captioning request, click the **Approve** button [2]. To reject the captioning request, click the **Reject** button [3].

View Reviewed Caption Orders

Reviewed orders

All orders Download CSV

| Status | Owner | Title | Requested on | Service | Language | Error |
|----------|---------------|------------------------------------|--------------|--------------------------|----------|-------------------|
| Finished | Andy Admin | ▶ Perazzi Eating Plants (0:26) | 08/11/23 | Demo captioning servi... | EN | |
| Failed | Laura Cotton | ▶ Perazzi%20Eating%20Plants (0:26) | 08/10/23 | Demo captioning servi... | EN | See error details |
| Finished | Andy Admin | ▶ Lame file explorer video (0:05) | 08/10/23 | Demo captioning servi... | EN | |
| Finished | Andy Admin | ▶ Perazzi the Vegetarian (0:21) | 08/10/23 | Demo captioning servi... | EN | |
| Rejected | Daniel Vincze | ▶ SampleVideo_1280x720_2mb (0:13) | 08/10/23 | Demo captioning servi... | EN | |

In the Reviewed orders list, approved orders display the Finished label [1], failed requests display the Failed label [2], and rejected requests display the Rejected label [3].

For each order you can view the file owner [4], the media title [5], the order date [6], the service requested [7], and file language [8]. To view error details for failed request, in the Error column, click the **See error details** link [9].

Sort Reviewed Caption Orders

Reviewed orders

All orders Download CSV

| Status | Title | Requested on | Service | Language | Error |
|----------|------------------------------------|--------------|--------------------------|----------|-------------------|
| Finished | ▶ Perazzi Eating Plants (0:26) | 08/11/23 | Demo captioning servi... | EN | |
| Failed | ▶ Perazzi%20Eating%20Plants (0:26) | 08/10/23 | Demo captioning servi... | EN | See error details |
| Finished | ▶ Lame file explorer video (0:05) | 08/10/23 | Demo captioning servi... | EN | |
| Finished | ▶ Perazzi the Vegetarian (0:21) | 08/10/23 | Demo captioning servi... | EN | |
| Rejected | ▶ SampleVideo_1280x720_2mb (0:13) | 08/10/23 | Demo captioning servi... | EN | |

To sort the Reviewed orders list by order status, click the **Order Status** drop-down [1] and select a status from the list [2].

To sort by request date, service type or file language, click the **Sort** icons [3]

Download Reviewed Caption Orders

Reviewed orders

All orders ▾

[Download CSV](#)

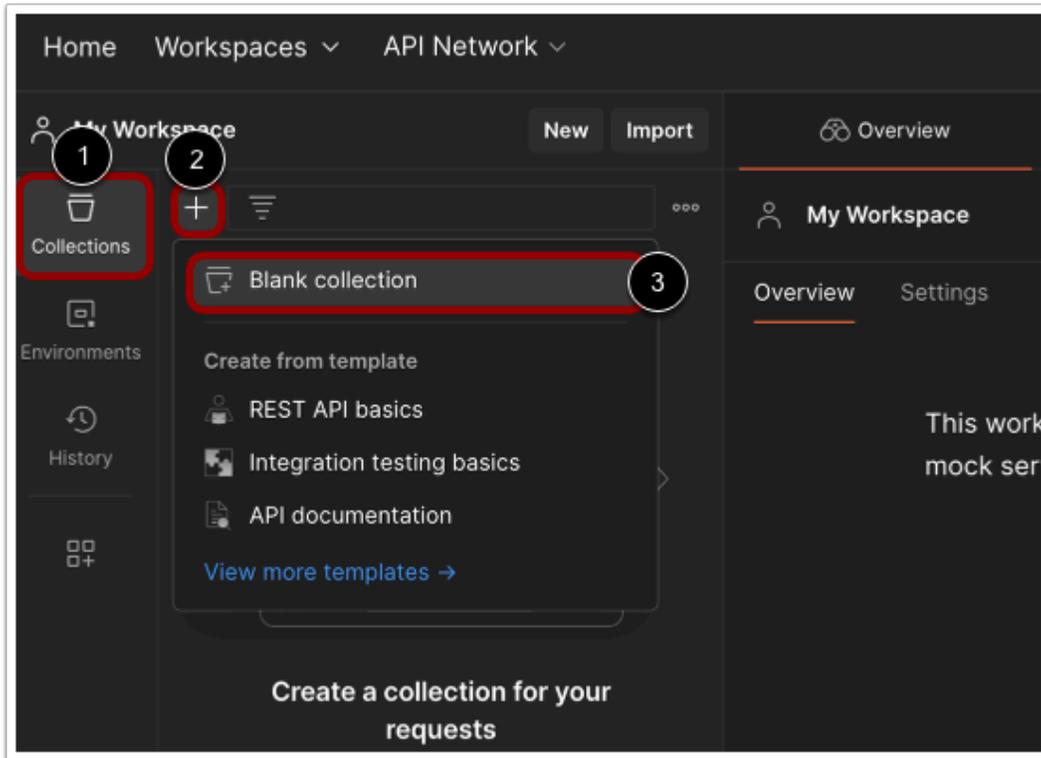
| Status | Owner | Title | Requested on ▾ | Service ↕ | Language ↕ | Error |
|--|---------------|--|----------------|--------------------------|------------|-------------------|
| Finished | Andy Admin | ▶ Perazzi Eating Plants (0:26) | 08/11/23 | Demo captioning servi... | EN | |
| Failed | Laura Cotton | ▶ Perazzi%20Eating%20Plants (0:26) | 08/10/23 | Demo captioning servi... | EN | See error details |
| Finished | Andy Admin | ▶ Lame file explorer video (0:05) | 08/10/23 | Demo captioning servi... | EN | |
| Finished | Andy Admin | ▶ Perazzi the Vegetarian (0:21) | 08/10/23 | Demo captioning servi... | EN | |
| Rejected | Daniel Vincze | ▶ SampleVideo_1280x720_2mb (0:13) | 08/10/23 | Demo captioning servi... | EN | |

To download a CSV of the Reviewed orders list, click the **Download CSV** button.

How do I set up Studio OAuth with Postman?

You can connect Studio's OAuth implementation through Postman, an application that simplifies API development. Before starting any of the steps in this article, please verify you have access to Postman in a web browser or you have [downloaded and installed Postman](#), and that you have access to a Studio account that can generate an OAuth Client ID and secret. For more information about the Studio API, see the [StudioPublic API documentation](#).

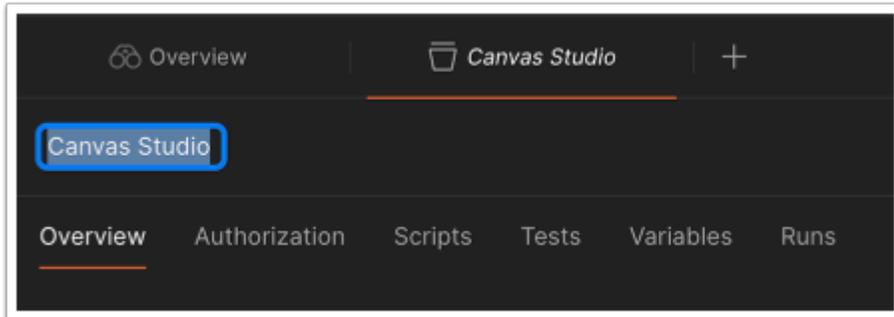
Open Postman



In Postman, click the **Collections** icon [1].

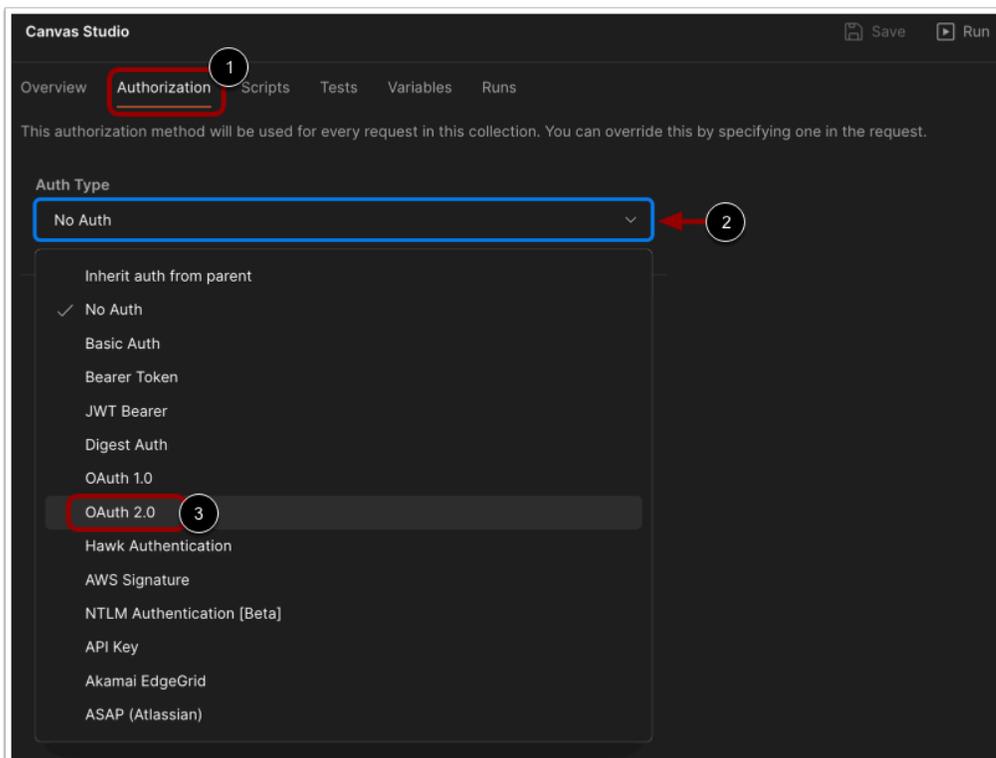
Click the **Plus** icon [2] and then click the **Blank collection** option [3].

Create Collection



Enter a name for the collection.

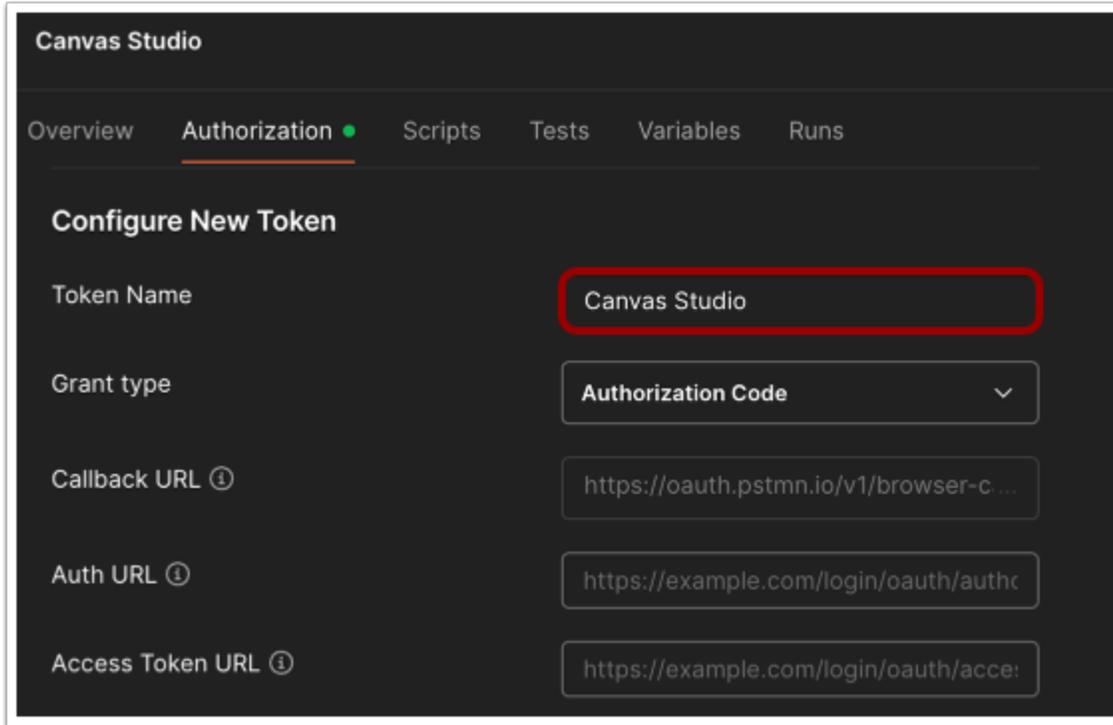
Open Authorization Tab



In the collection, click the **Authorization** tab [1].

Click the **Auth Type** drop-down menu [2], and select the **OAuth 2.0** option [3].

Configure New Token



Canvas Studio

Overview **Authorization** Scripts Tests Variables Runs

Configure New Token

Token Name

Grant type

Callback URL

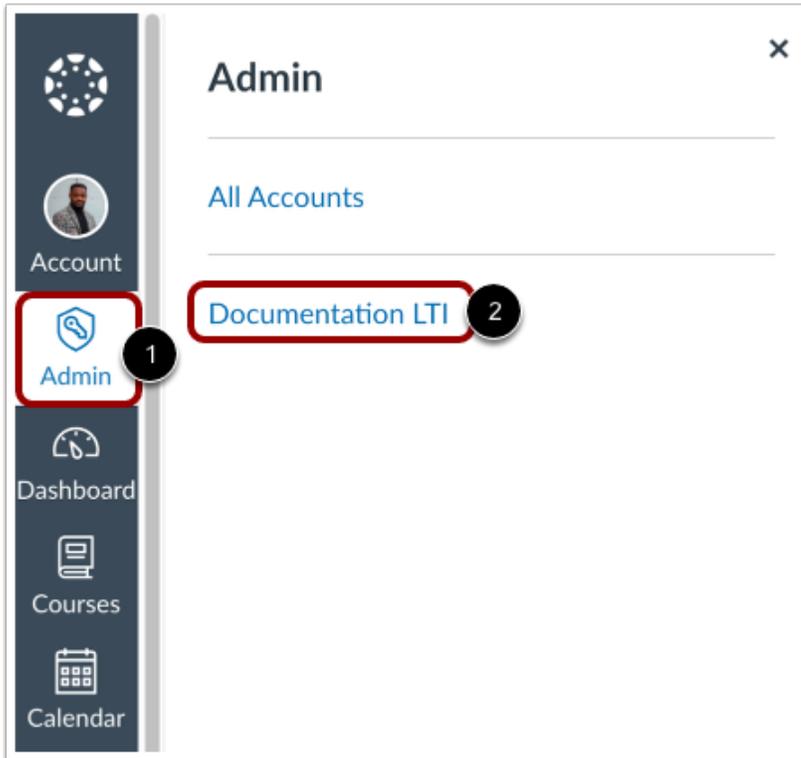
Auth URL

Access Token URL

Scroll to the Configure New Token section, and enter a name for the token.

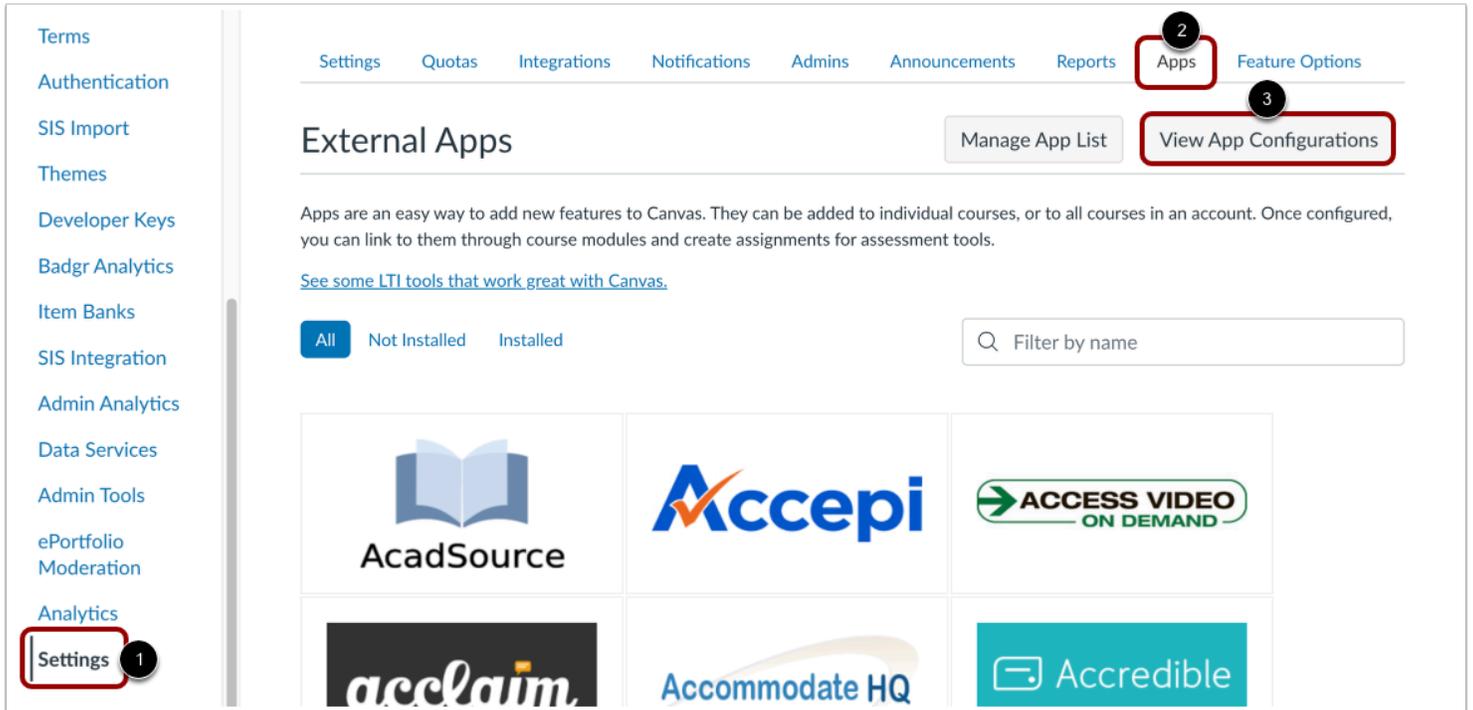
Note: If you are using the Postman desktop app, you may need to click the Authorize Using Browser checkbox.

Open Canvas



To locate the Auth URL and Access Token URL, open Canvas in a new browser window. In Canvas, click the **Admin** link [1], then click the name of your account [2].

Open Apps Tab

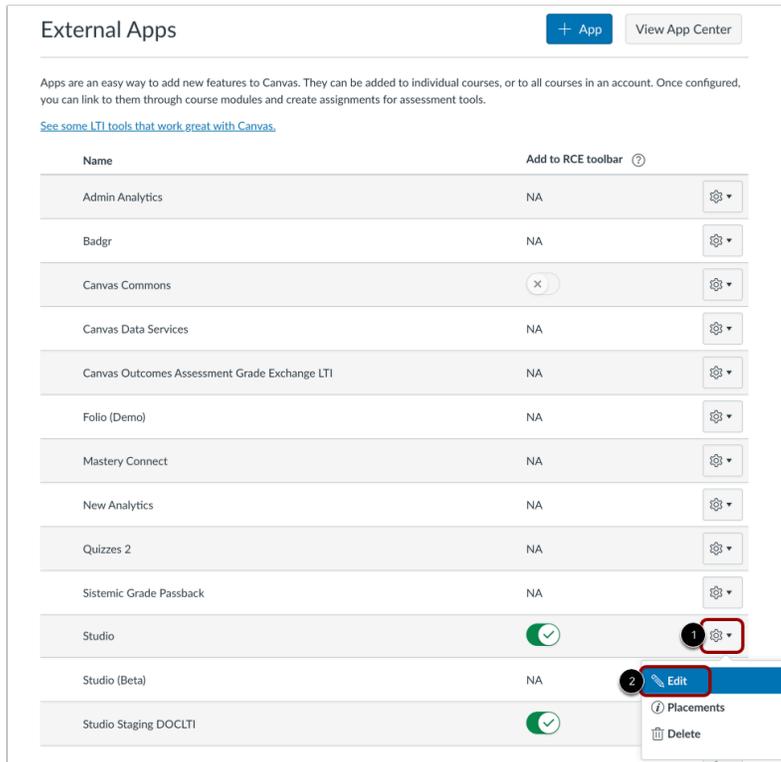


The screenshot displays the Canvas Studio interface. On the left, the navigation menu includes 'Settings' (circled in red with a '1' callout). The top navigation bar features 'Apps' (circled in red with a '2' callout). The main content area is titled 'External Apps' and includes a 'View App Configurations' button (circled in red with a '3' callout'). Below the title, there is a search bar and a grid of app logos: AcadSource, Accepi, ACCESS VIDEO ON DEMAND, acclaim, Accommodate HQ, and Accredible.

In Account Navigation, click the **Settings** link [1], then click the **Apps** tab [2].

Click the **View App Configurations** button [3].

Locate Studio App



External Apps + App View App Center

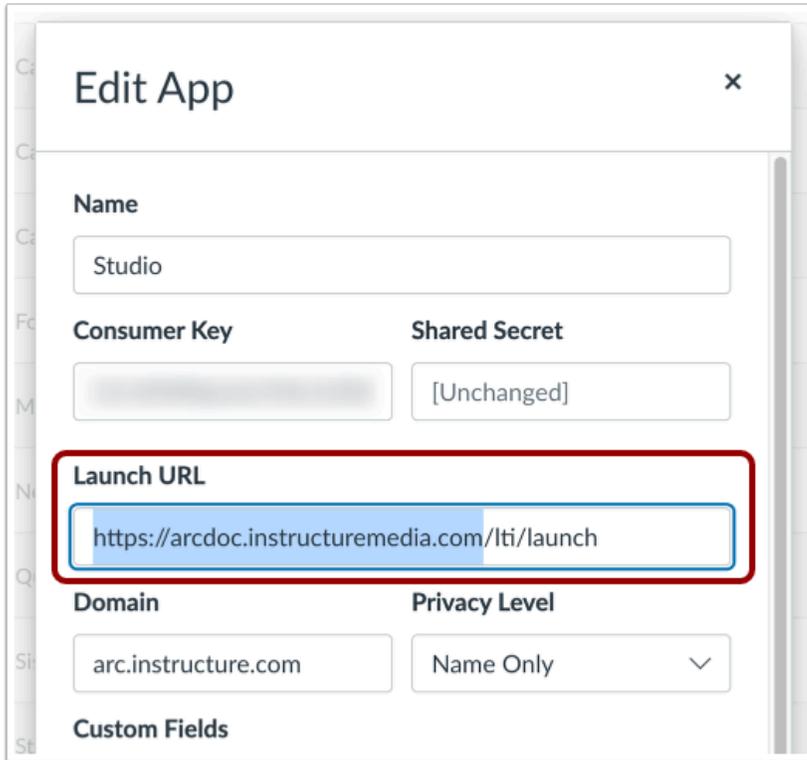
Apps are an easy way to add new features to Canvas. They can be added to individual courses, or to all courses in an account. Once configured, you can link to them through course modules and create assignments for assessment tools.

[See some LTI tools that work great with Canvas.](#)

| Name | Add to RCE toolbar [?] | |
|---|---------------------------------|---|
| Admin Analytics | NA | |
| Badgr | NA | |
| Canvas Commons | | |
| Canvas Data Services | NA | |
| Canvas Outcomes Assessment Grade Exchange LTI | NA | |
| Folio (Demo) | NA | |
| Mastery Connect | NA | |
| New Analytics | NA | |
| Quizzes 2 | NA | |
| Sistemic Grade Passback | NA | |
| Studio | | 1 |
| Studio (Beta) | NA | 2 |
| Studio Staging DOCLTI | | |

In the list of external apps, locate Studio. Then, click the **Settings** button [1] and select the **Edit** option [2].

View App Configuration Details



Edit App [Close]

Name
Studio

Consumer Key [Blurred] **Shared Secret**
[Unchanged]

Launch URL
https://arcdoc.instructuremedia.com/lti/launch

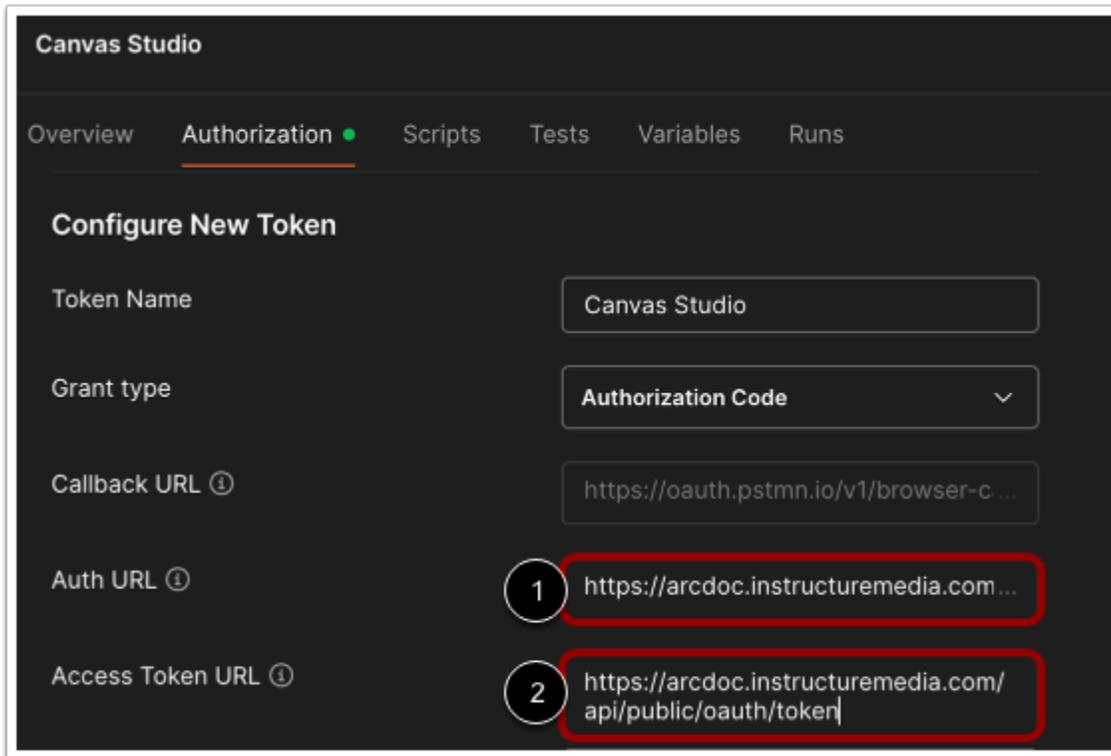
Domain
arc.instructure.com

Privacy Level
Name Only [Dropdown]

Custom Fields

In the Edit App window, copy the Launch URL up to, but not including, the first slash after the host name.

Add URLs in Postman

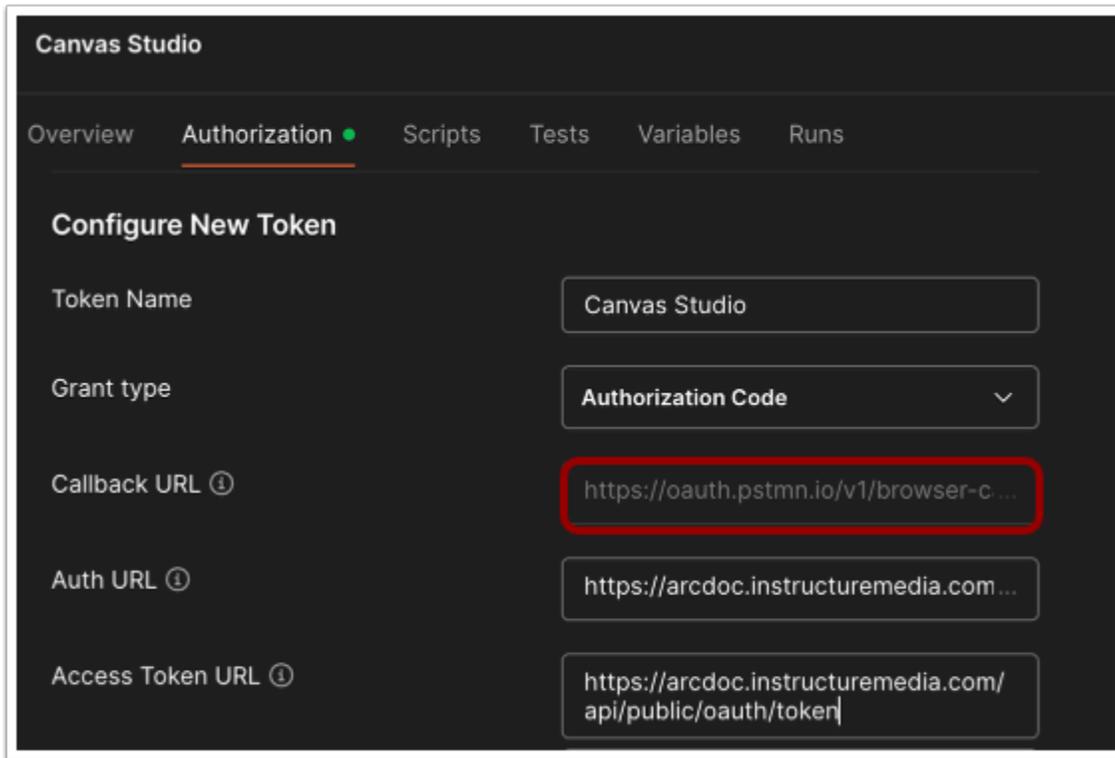


In Postman, paste the Studio Launch URL in both the Auth URL field and the Access Token URL field.

To the end of the Auth URL [1], add `/api/public/oauth/authorize` to the URL.

To end of the Access Token URL [2], add `/api/public/oauth/token` to the URL.

Copy Callback URL



Canvas Studio

Overview **Authorization** Scripts Tests Variables Runs

Configure New Token

Token Name

Grant type

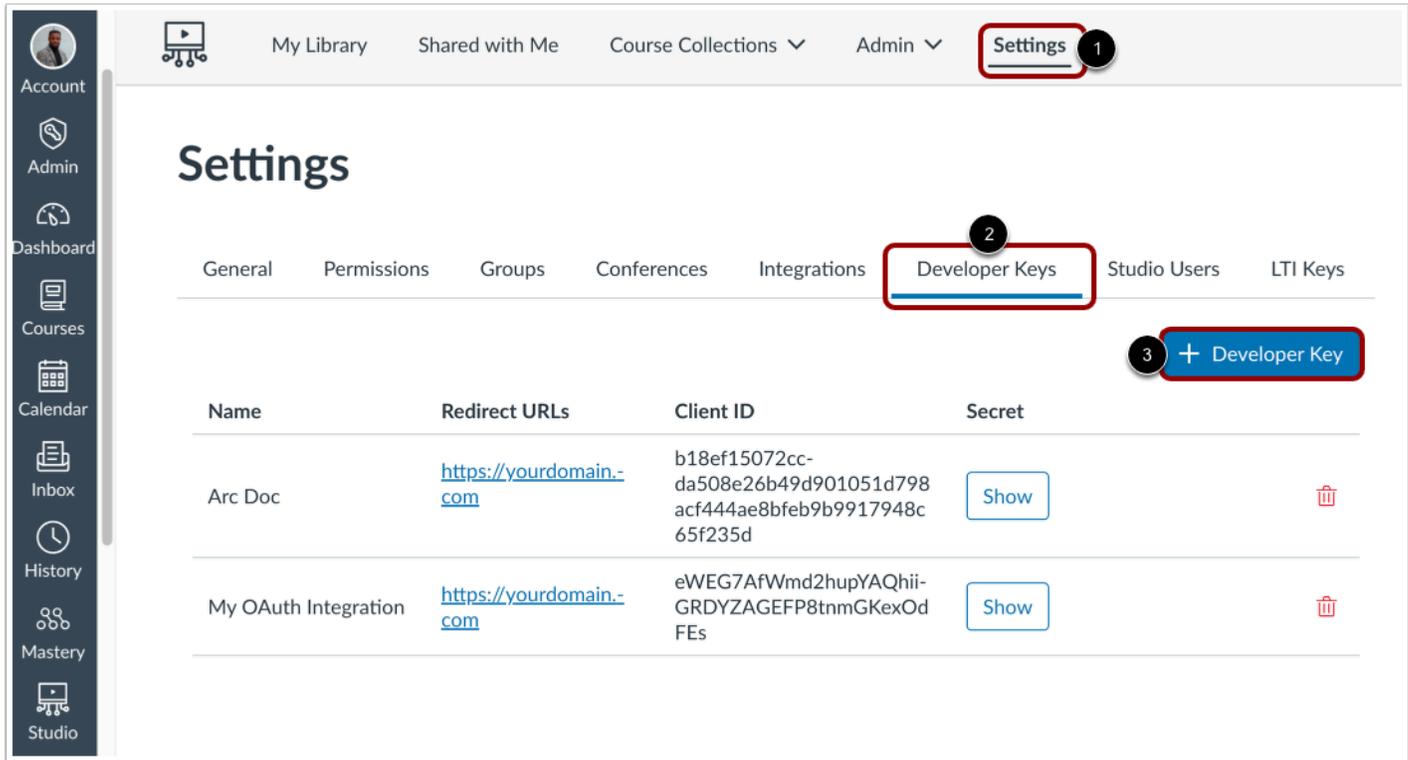
Callback URL

Auth URL

Access Token URL

To create a developer key in Studio, you will need the Callback URL from Postman. Copy the Callback URL.

Open Studio



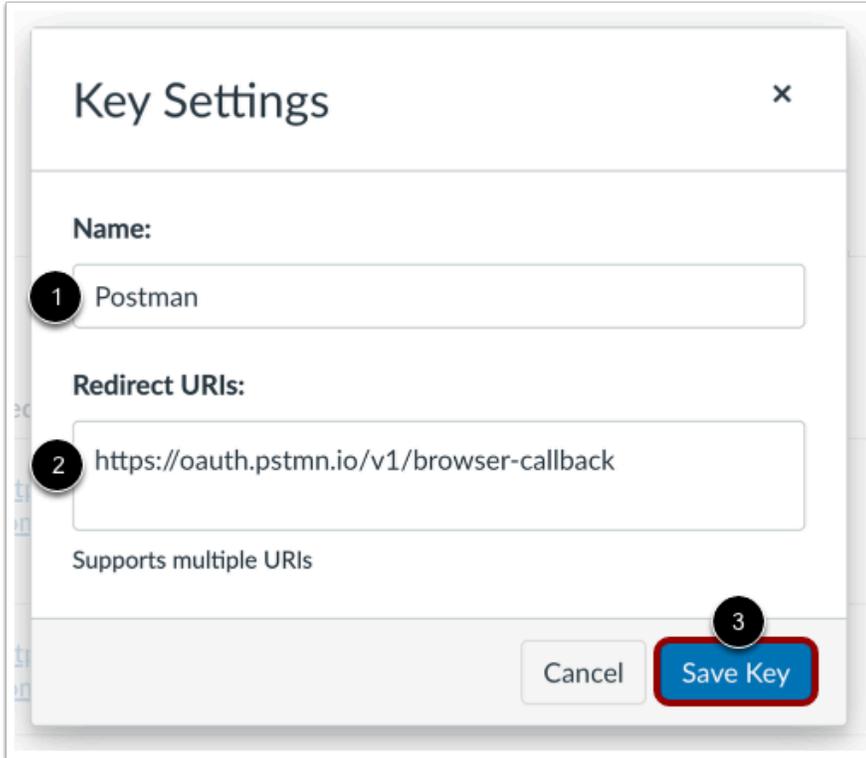
The screenshot shows the Canvas Studio interface. The top navigation bar includes 'My Library', 'Shared with Me', 'Course Collections', 'Admin', and 'Settings' (labeled 1). The left sidebar contains navigation options: Account, Admin, Dashboard, Courses, Calendar, Inbox, History, Mastery, and Studio. The main content area is titled 'Settings' and has several tabs: General, Permissions, Groups, Conferences, Integrations, Developer Keys (labeled 2), Studio Users, and LTI Keys. A '+ Developer Key' button (labeled 3) is located in the top right of the Developer Keys section. Below this is a table with the following data:

| Name | Redirect URLs | Client ID | Secret | |
|----------------------|---|---|--------|--|
| Arc Doc | https://yourdomain-.com | b18ef15072cc-da508e26b49d901051d798acf444ae8bf9b9917948c65f235d | Show |  |
| My OAuth Integration | https://yourdomain-.com | eWEG7AfWmd2hupYAQhii-GRDYZAGEFP8tnmGKexOdFEs | Show |  |

Open Studio, either through your stand-alone Studio instance or through Canvas.

In Studio, click the **Settings** link [1] and then click the **Developer Keys** tab [2]. To add a new developer key, click the **Add Developer Key** button [3].

Create Studio Developer Key

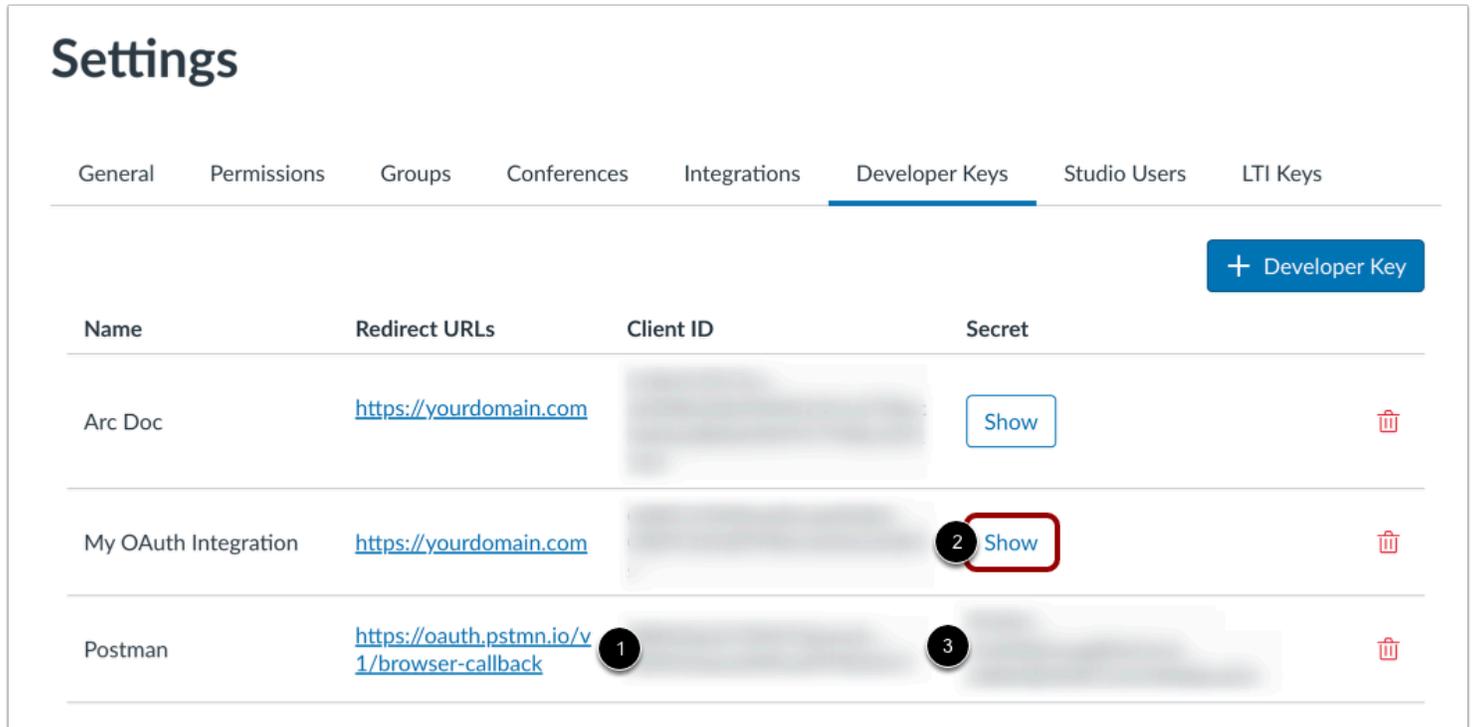


In the Key Settings window, enter a name for the key in the **Name** field [1].

In the **Redirect URIs** field [2], paste the Callback URL you copied from Postman.

Once you have finalized the Key details, click the **Save Key** button [3].

Copy Client ID and Secret

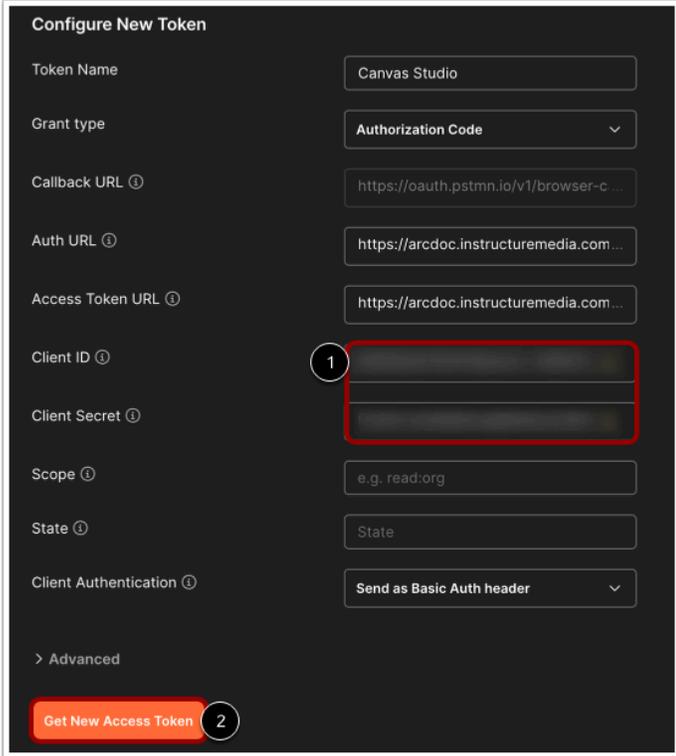


The screenshot shows the 'Settings' page in Canvas Studio, specifically the 'Developer Keys' tab. The page has a navigation bar with tabs for General, Permissions, Groups, Conferences, Integrations, Developer Keys (selected), Studio Users, and LTI Keys. A blue button labeled '+ Developer Key' is in the top right. Below is a table with columns: Name, Redirect URLs, Client ID, Secret, and a trash icon. Three developer keys are listed: 'Arc Doc', 'My OAuth Integration', and 'Postman'. The 'Postman' key has a circled '1' next to its Client ID and a circled '3' next to its Secret. The 'My OAuth Integration' key has a circled '2' next to its 'Show' button. The 'Arc Doc' key has a 'Show' button next to its Secret field.

| Name | Redirect URLs | Client ID | Secret | |
|----------------------|---|-------------|---|---|
| Arc Doc | https://yourdomain.com | [blurred] | [blurred] <input type="button" value="Show"/> |  |
| My OAuth Integration | https://yourdomain.com | [blurred] | [blurred] <input type="button" value="Show"/> |  |
| Postman | https://oauth.pstmn.io/v1/browser-callback | [blurred] 1 | [blurred] 3 |  |

The new developer key displays in Studio. Copy the **Client ID** [1]. To display the secret, click the **Show** button [2] and then copy the **Secret** [2].

Get New Access Token



Configure New Token

Token Name

Grant type

Callback URL

Auth URL

Access Token URL

Client ID

Client Secret

Scope

State

Client Authentication

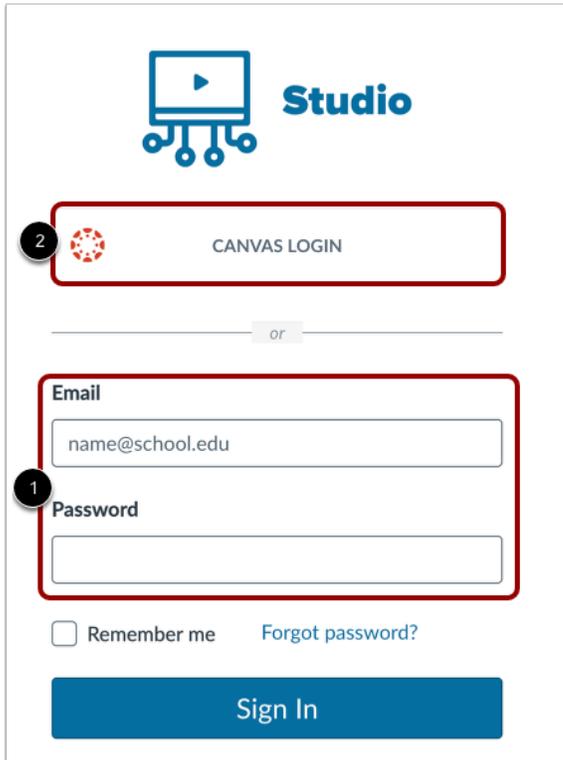
> Advanced

Get New Access Token

In Postman, paste the Client ID and Client Secret from Studio in the corresponding fields [1]. The remaining fields are optional.

Once you have entered all the token details, click the **Get New Access Token** button [2].

Log in to Studio



 **Studio**

2  CANVAS LOGIN

or

1 Email
name@school.edu

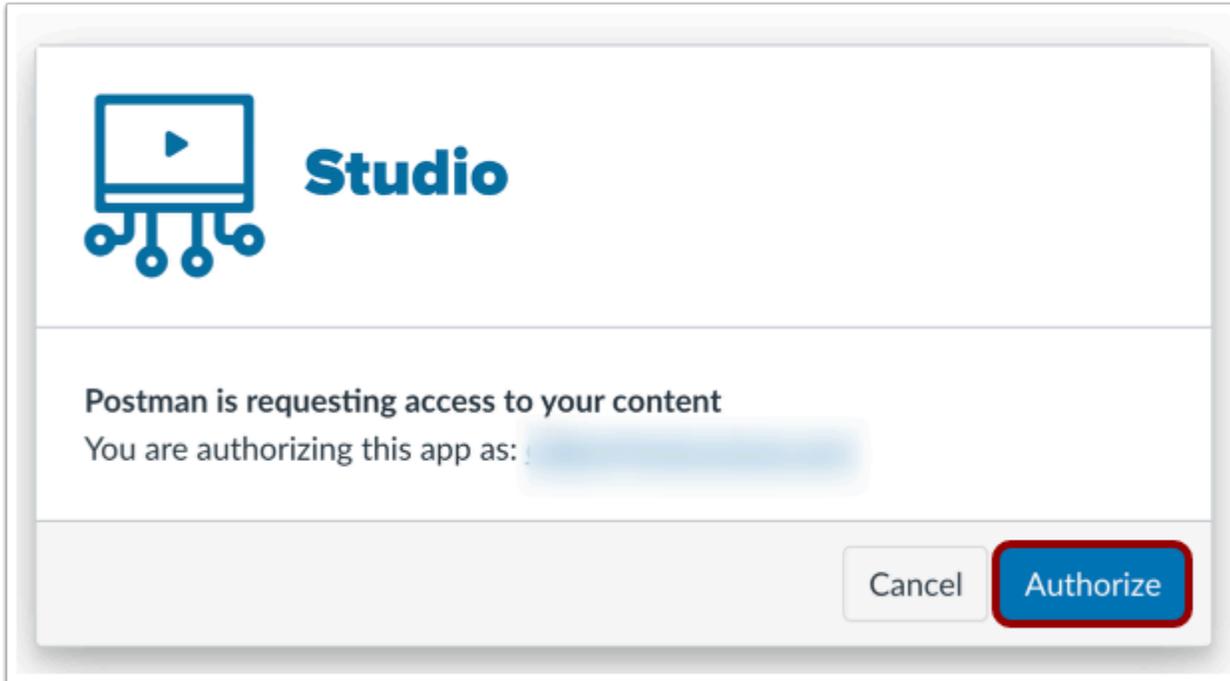
Password

Remember me [Forgot password?](#)

Sign In

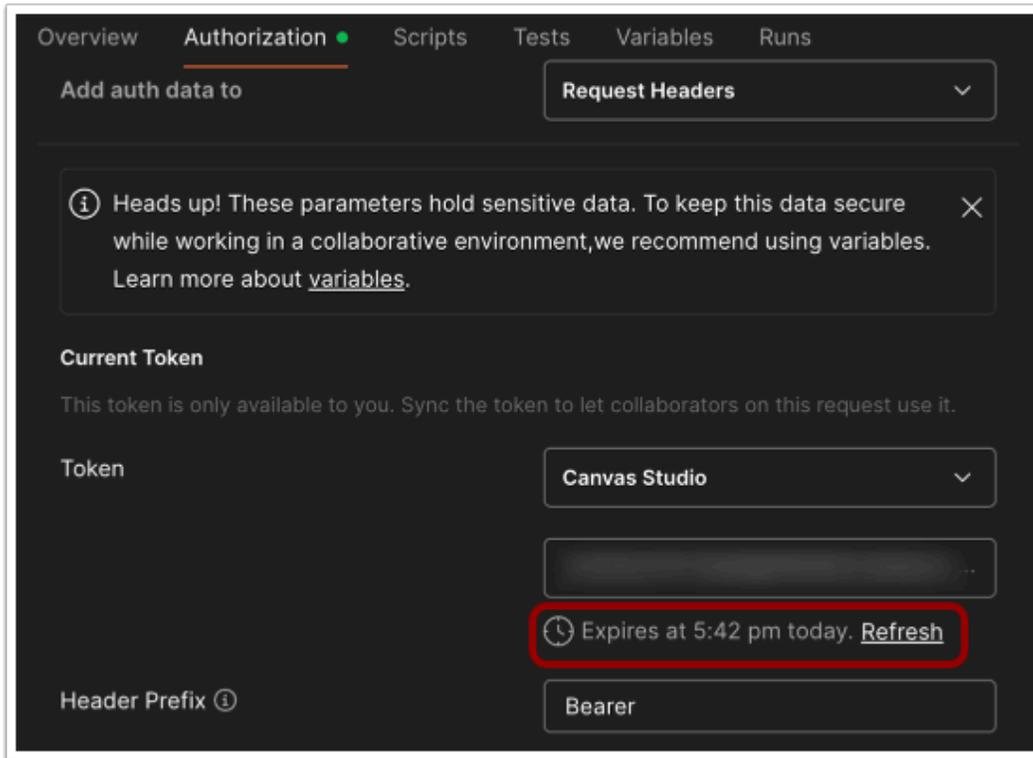
A pop-up window or new tab will prompt you to log in to Studio. You can log in using your Studio stand-alone account credentials [1] or using your Canvas credentials [2].

Authorize Postman



Studio will prompt you to authorize Postman access. In the Studio window, click the **Authorize** button.

View Token Expiration



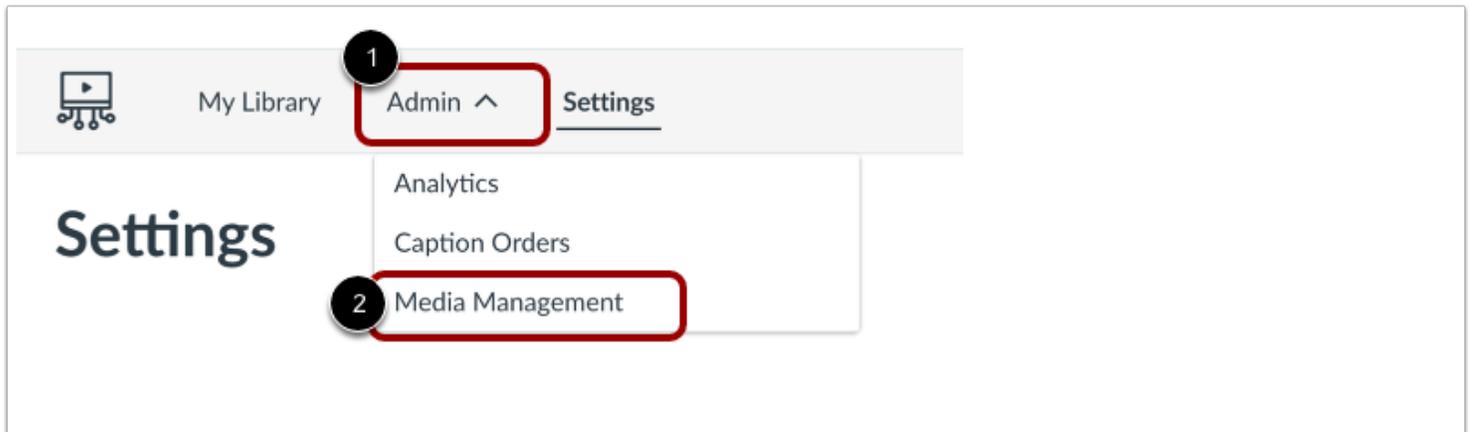
After you confirm authorization for the token, Postman displays the token details. Tokens have a limited availability. In the Current Token section, the token displays its expiration time and date.

How do I search and filter media as a Studio Admin?

As a Studio Admin, you can search and filter media in your institution's Studio media library in the Media Management page.

In the Media Management filter tray, you can filter to view media items by sub-account. You can also filter by course, user, and media information, and you can select to view only media that is inactive, does not have captions, or that includes a quiz.

Open Media Management



In the Studio navigation menu, click the **Admin** drop-down menu [1]. Then, click the **Media Management** link [2].

Search Media



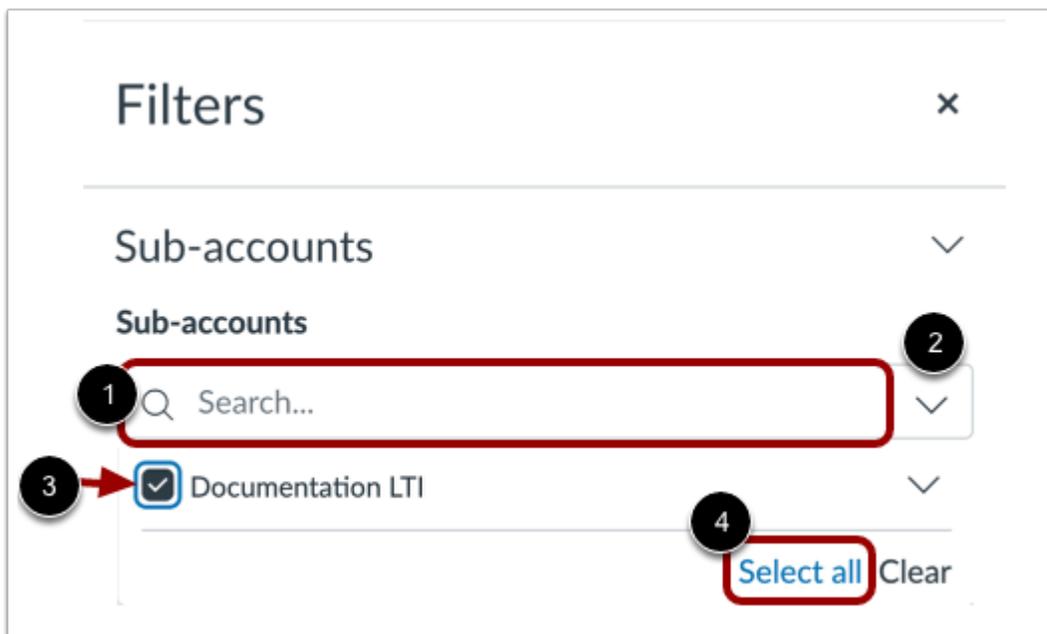
To search for a specific course, user, media file, or archived media file, click the appropriate tab [1]. Then, enter all or part of a name in the **Search** field [2].

Filter Media



To filter media, click the **Filter** button.

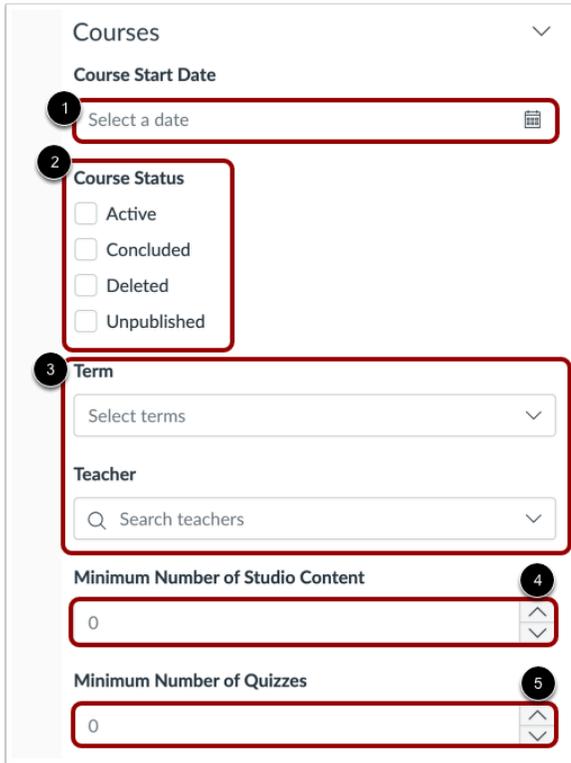
Filter Sub-accounts



To view a specific sub-account, begin typing the name in the Search field [1].

To select from a list, click the **Sub-accounts** drop-down menu [2]. Then, to select and open sub-account(s) click the checkbox(es) [3]. To select all sub-accounts in the list, click the **Select all** link [4].

Filter Courses



To filter by course date, enter a date in the **Course Start Date** field [1].

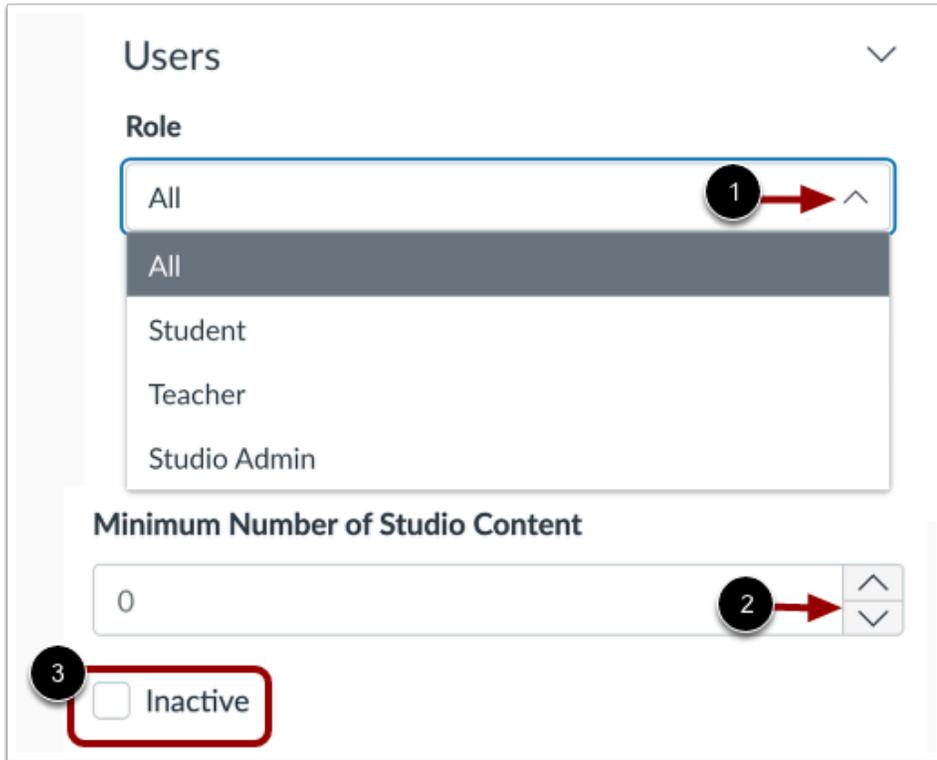
To filter by course status, click a **Course Status** check box [2].

To filter by term or teacher, enter the term or teacher name in the correct field [3].

To view only courses with a minimum number of Studio items, click the **Minimum Number of Studio Content** indicator [4].

To view only courses with a minimum number of Studio quizzes, click the **Minimum Number of Quizzes** indicator [5].

Filter Users



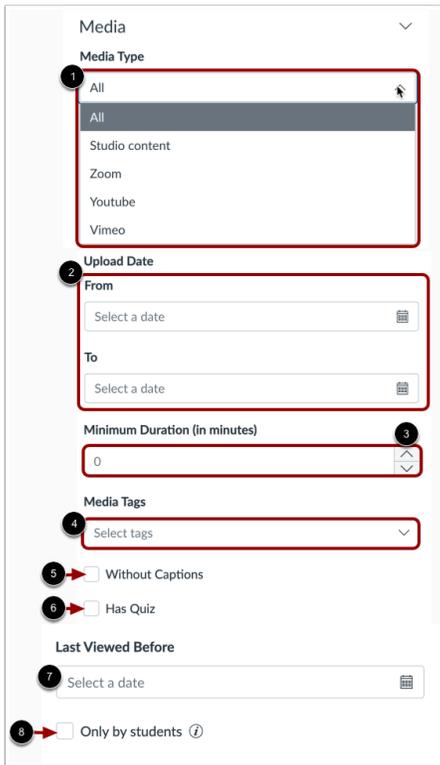
To view content by user role, click the **Role** drop-down menu [1].

To view user content by number of Studio items, click the **Minimum Number of Studio Content** indicator [2].

To view only inactive users, click the **Inactive** checkbox [3].

Note: A user is considered inactive if they have not launched Studio in at least one year.

Filter Media



The screenshot shows the 'Media' filter panel with the following elements:

- 1**: 'Media Type' drop-down menu with options: All, Studio content, Zoom, Youtube, Vimeo.
- 2**: 'Upload Date' section with 'From' and 'To' date pickers.
- 3**: 'Minimum Duration (in minutes)' spinner control set to 0.
- 4**: 'Media Tags' text input field.
- 5**: 'Without Captions' checkbox.
- 6**: 'Has Quiz' checkbox.
- 7**: 'Last Viewed Before' date picker.
- 8**: 'Only by students' checkbox.

To filter media by type, click the **Media Type** drop-down menu [1].

To filter by upload date, enter dates in the **From** and **To** fields [2].

To filter by media duration, click the **Minimum Duration (in minutes)** indicator [3].

To filter by tags, enter text in the **Media Tags** field [4].

To view only media without captions, click the **Without Captions** text box [5].

To view only media that includes a quiz, click the **Has Quiz** checkbox [6].

To filter by the last viewed date, enter a date in the **Last Viewed Before** field [7].

To show only student views in the Last Viewed Before results, click the **Only by students** checkbox [8].

Filter Archive

Archive ▼

Media Tags

Select tags ▼

Filter By Date

None ▼

When an option is selected, at least one date must also be chosen.

To filter by tags, enter text in the **Media Tags** field [1].

To filter by date, select an option in the **Filter By Date** drop-down menu [2].

Apply Filters

Reset Cancel Apply

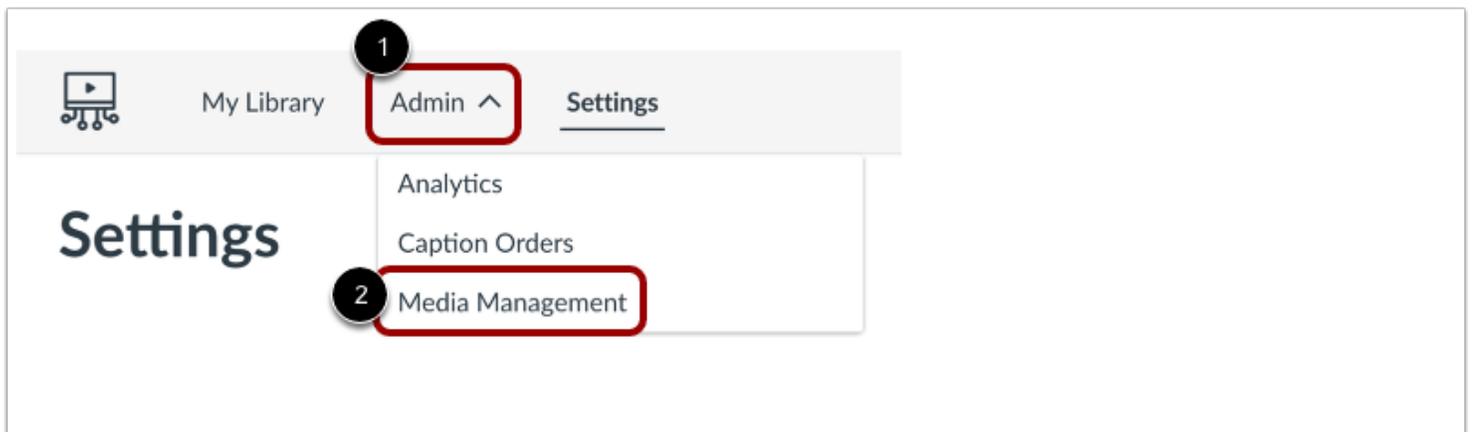
To apply selected filters, click the **Apply** button.

How do I view and manage user libraries as a Studio Admin?

As a Studio Admin, you can view and manage media in all user libraries in your institution's account from the Media Management page. You can share, move, update thumbnails, tag and delete user media, and you can add media to user libraries. User media can be managed individually, or in bulk.

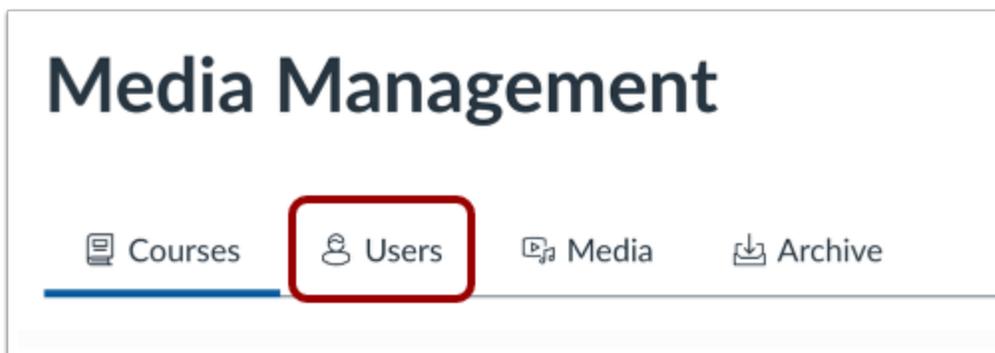
Note: When managing media items, media is accessed from the library of the media's owner.

Open Media Management



In the Studio navigation menu, click the **Admin** drop-down menu [1]. Then, click the **Media Management** link [2].

Open Users



Click the **Users** tab.

Locate User



The screenshot shows the 'Media Management' interface. At the top right, there are 'Clear All Filters' and 'Filter' buttons. Below the navigation tabs (Courses, Users, Media, Archive), there is a search bar containing the text 'boo'. To the left of the search bar, it says '1 - 2 of 2 displayed'. To the right of the search bar is a '+ Create User' button. Below the search bar, a note says 'Enter at least 3 characters to search'.

To search for a user, enter part of the user name in the **Search** field [1]. To filter users, click the **Filter** button [2]. Learn more about the [search and filter](#) options.

Open Library



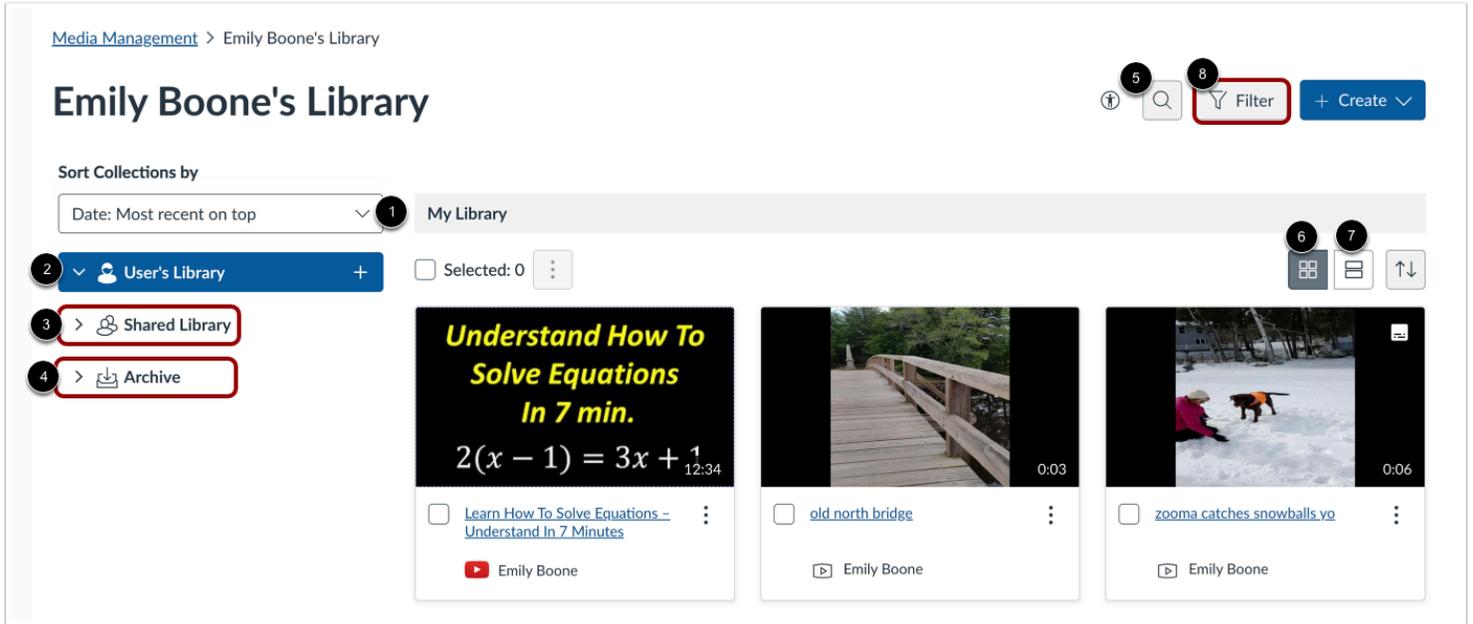
| User Name | Student | Teacher | Studio Content | Storage | Email | Actions |
|--|---------|---------|----------------|---------|------------------------------|---|
| Emily Boone | ✓ | - | 7 | 41 MB | emily.boone.canvas@gmail.com | ⋮ |
| Tami Booth Inactive | - | - | 0 | 0 MB | tbooth@instructure.com | Edit User View Library |

The screenshot shows a table of users. The first row is for 'Emily Boone' and the second row is for 'Tami Booth'. The 'Emily Boone' row has a red box around the user name link [1] and a red box around the options menu icon [2]. The 'Tami Booth' row has a red box around the 'View Library' link [3].

To open a user's library, click the user name link [1].

Alternatively, you can click the **Options** menu [2], then click the **View Library** link [3].

Search and View Media



To sort the user's library by date or media name, click the **Sort Collections by** drop-down menu [1].

To view the collections in a user's library, click the **User's Library** drop-down menu [2].

To view the user's shared libraries, click the **Shared Library** drop-down menu [3].

To view the user's archived media, click the **Archive** collection link [4].

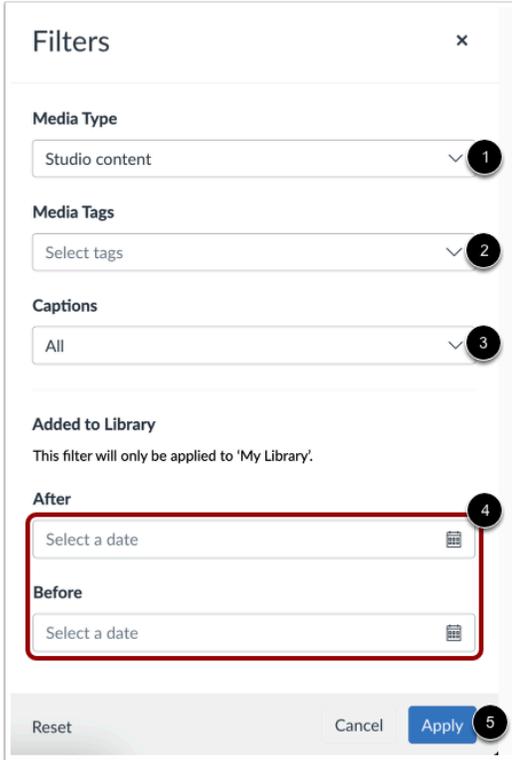
To search for media by title, enter text in the **Search** icon [5].

To view media in a grid, click the **Grid View** button [6].

To view media in a list, click the **List View** button [7].

To open the filter tray, click the **Filter** button [8].

Filter Media



To filter media by type, click the **Media Type** drop-down menu [1].

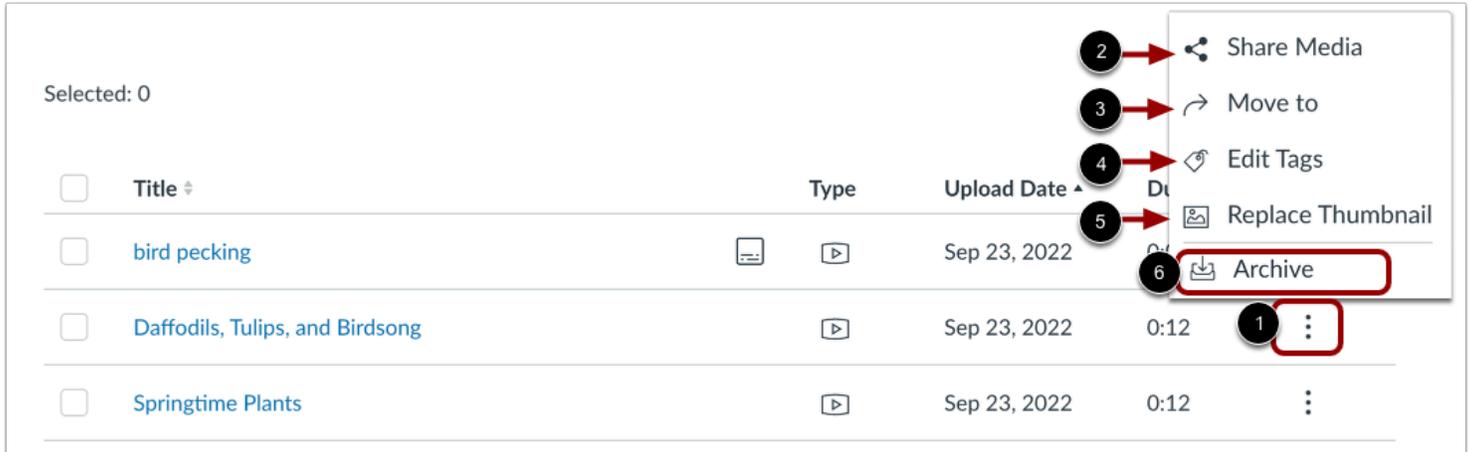
To view only media with specific tags, click the **Media Tags** drop-down menu [2].

To view only media with or without captions, click the **Captions** drop-down menu [3].

To view media by the date it was uploaded, enter dates in the **After** or **Before** fields [4].

To save your selections, click the **Apply** button [5].

Manage Single Media Item in List



Selected: 0

| <input type="checkbox"/> | Title ↕ | Type | Upload Date ▲ | Duration | Options |
|--------------------------|---------------------------------|------|---------------|----------|---------|
| <input type="checkbox"/> | bird pecking | | Sep 23, 2022 | | ⋮ |
| <input type="checkbox"/> | Daffodils, Tulips, and Birdsong | | Sep 23, 2022 | 0:12 | ⋮ |
| <input type="checkbox"/> | Springtime Plants | | Sep 23, 2022 | 0:12 | ⋮ |

- 2 Share Media
- 3 Move to
- 4 Edit Tags
- 5 Replace Thumbnail
- 6 Archive
- 1 ⋮

To manage a single media item, the media's **Options** menu [1].

To share the media, click the **Share Media** link [2].

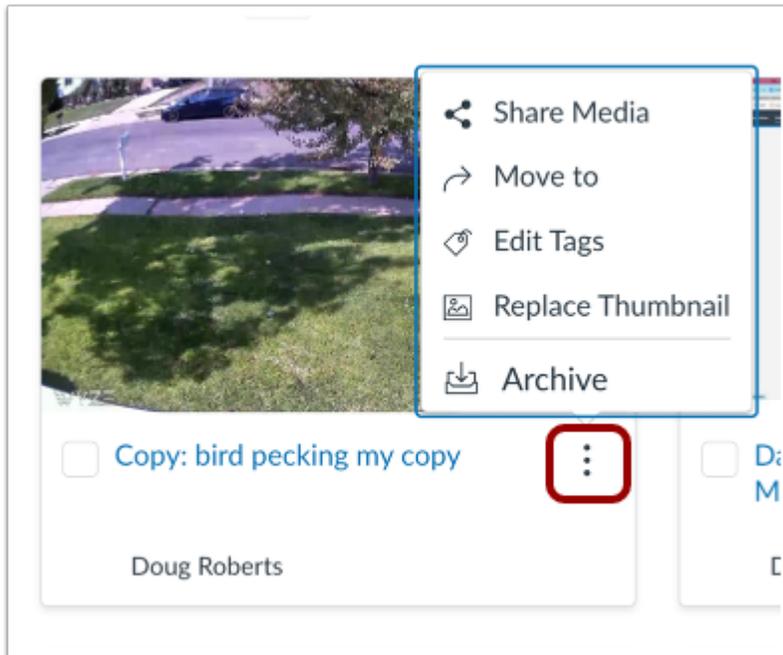
To move the media, click the **Move to** link [3].

To edit media tags, click the **Edit tags** link [4].

To replace the media thumbnail, click the **Replace Thumbnail** link [5].

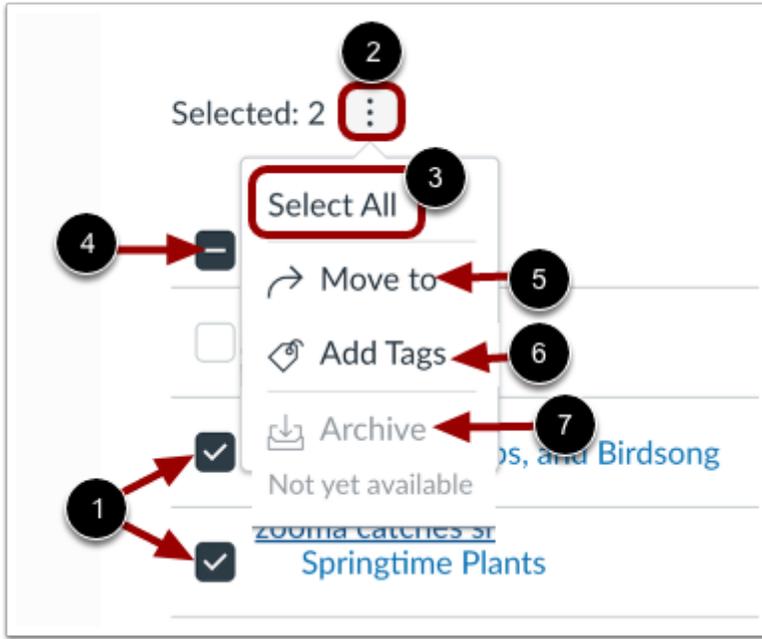
To archive the media, click the **Archive** link [6].

Manage Single Media Item in Grid



In Grid View, click the **Options** menu in the media grid panel.

Manage Multiple Media Items



To manage multiple media items, click the item check boxes [1]. Then, click the **More** menu [2].

To select all media in the library, click **Select All** link [3]. Alternatively, in the More menu, you can click the **Select All** check box [4].

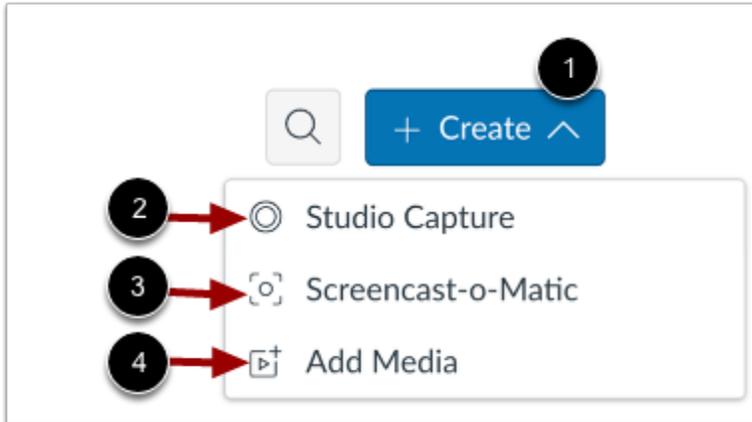
To move selected items to a different collection, click the **Move to** link [5].

To tag selected items, click the **Add Tags** link [6].

To archive selected items, click the **Archive** link [7].

Note: Currently, bulk archiving is not available.

Add Media to User Library



To add or upload media to a user's library, click the **Create** button [1].

To add media using Studio Capture, click the **Studio Capture** link [2].

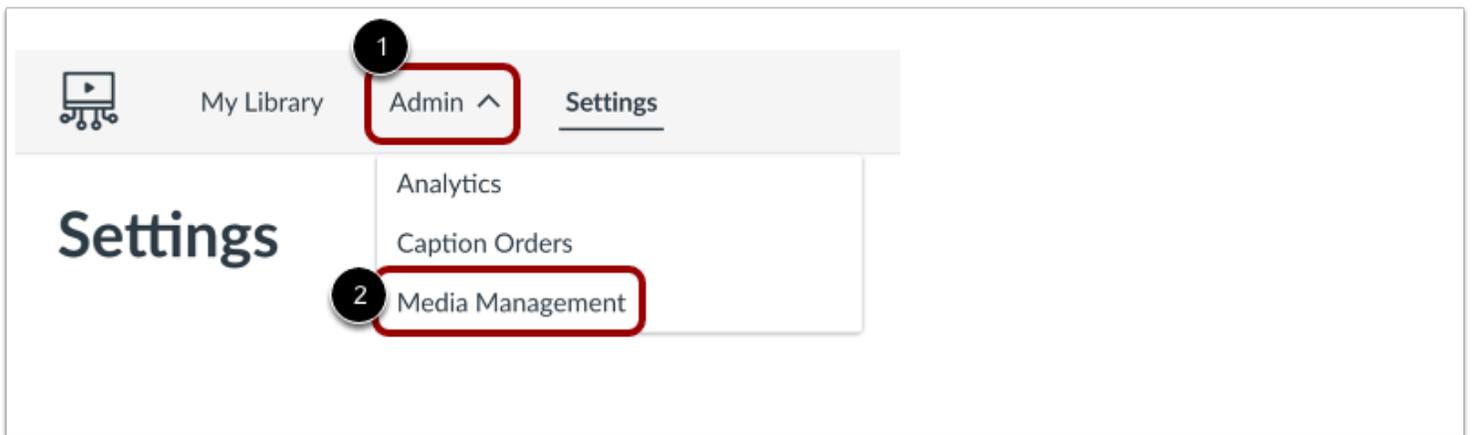
To add media using Screencast-o-Matic, click the **Screencast-o-Matic** link [3].

To add media from YouTube or Vimeo, click the **Add Media** link [4].

How do I manage archived media in Canvas Studio as an admin?

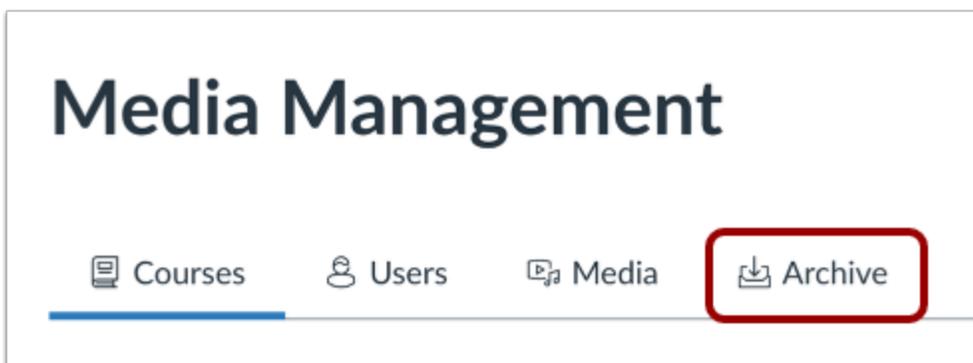
As a Studio Admin, you can manage archive media items in your institution's account from the Media Management page. You can permanently delete media.

Open Media Management



In the Studio navigation menu, click the **Admin** drop-down menu [1]. Then, click the **Media Management** link [2].

Open Users



Click the **Archive** tab.

View Archived Media

Selected: 0

| Media Title | Upload Date | Last Viewed | Last Viewed by Student | Archived Date | Size | Media Details | Actions |
|---|--------------|--------------|------------------------|---------------|---|------------------------------------|---------|
| <input type="checkbox"/> 200_-_canvas_overview_for_students (360p) | Dec 13, 2022 | Feb 3, 2025 | Never | Jul 22, 2025 | 2 MB | View Media Details | ⋮ |
| <input type="checkbox"/> Assessment | Oct 4, 2022 | Apr 24, 2025 | Feb 6, 2024 | Jul 22, 2025 | 63 MB | View Media Details | ⋮ |
| <input type="checkbox"/> Copy: bird pecking my copy  | Sep 26, 2022 | Jul 13, 2025 | Feb 3, 2025 | Jul 22, 2025 | 1 MB | View Media Details | ⋮ |
| <input type="checkbox"/> The Bill of Rights: an introduction US government and civics Khan Academy | Apr 27, 2025 | Apr 27, 2025 | Never | Jul 21, 2025 |  | View Media Details | ⋮ |
| <input type="checkbox"/> Student-Centered-Learning-The-Song | Jul 14, 2025 | Never | Never | Jul 14, 2025 | 6 MB | View Media Details | ⋮ |

You can view the media title [1], upload date [2], last viewed date [3], last viewed by a student date [4], archived date [5], size [6], media details [7], and actions [8].

Search Archived Media

Media Management

Filter

[Courses](#)
[Users](#)
[Media](#)
[Archive](#)

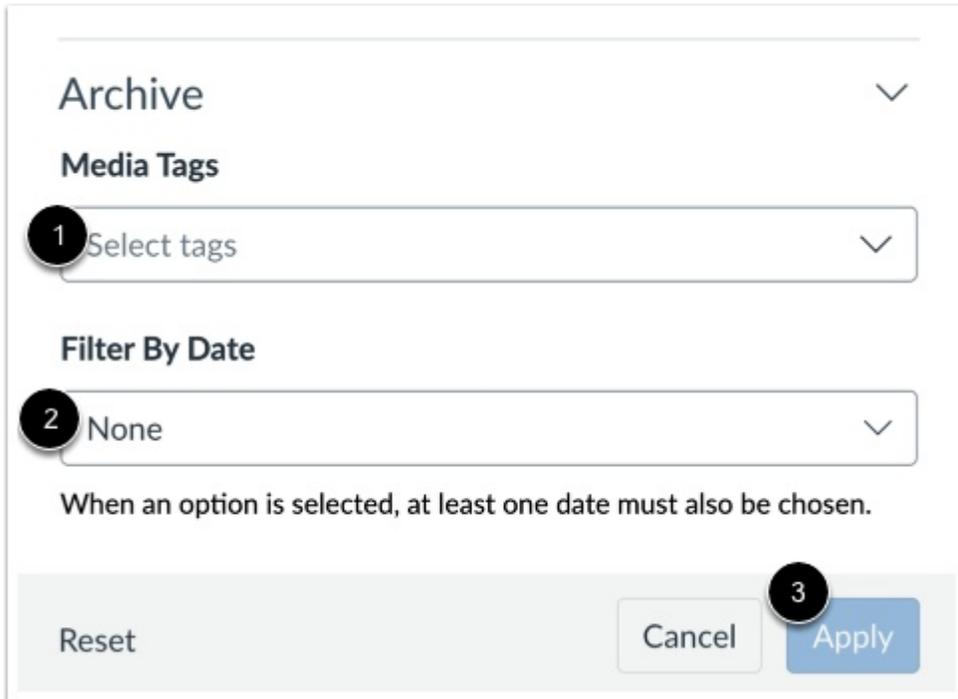
1 - 1 of 1 displayed

Enter at least 3 characters to search

To search for an archived media item, enter part of the media name in the **Search** field [1]. To filter users, click the **Filter** button [2].

Learn more about the [search and filter](#) options.

Filter Archived Media



Archive

Media Tags

1 Select tags

Filter By Date

2 None

When an option is selected, at least one date must also be chosen.

Reset Cancel Apply 3

To view only media with specific tags, click the **Media Tags** drop-down menu [1] and enter a tag name.

To view media by the date it was uploaded, last viewed, last viewed by a student, or the archive date, click the **Filter By Date** drop-down menu [2].

To save your selections, click the **Apply** button [3].

Manage Single Media Item in List

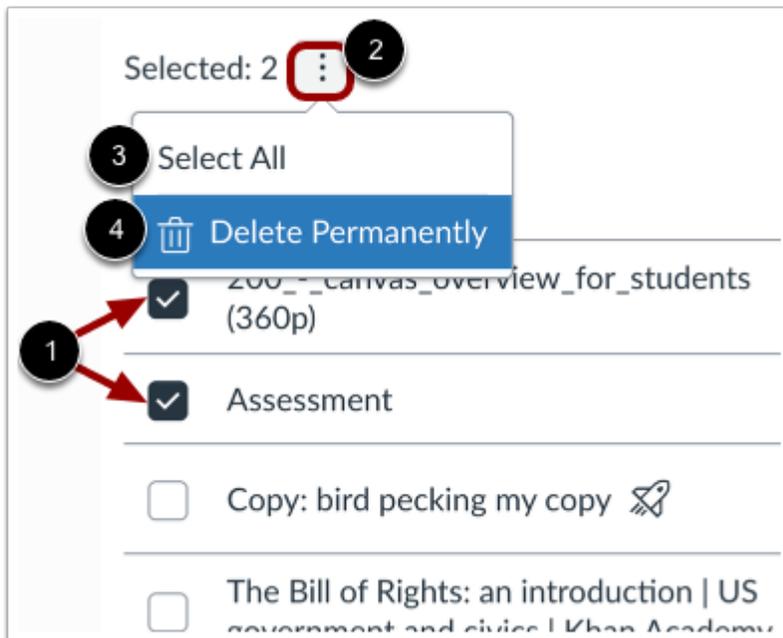
Selected: 0

| <input type="checkbox"/> | Media Title ↕ | Upload Date ↕ | Last Viewed ↕ | Last Viewed by Student ↕ | Archived Date ▼ | Size ↕ | Media Details | Actions |
|--------------------------|---|---------------|---------------|--------------------------|-----------------|--------|------------------------------------|---------|
| <input type="checkbox"/> | 200_-_canvas_overview_for_students (360p) | Dec 13, 2022 | Feb 3, 2025 | Never | Jul 22, 2025 | 2 MB | View Media Details | ⋮ |
| <input type="checkbox"/> | Assessment | Oct 4, 2022 | Apr 24, 2025 | Feb 6, 2024 | Jul 22, 2025 | 63 MB | View Media Details | ⋮ |
| <input type="checkbox"/> | Copy: bird pecking my copy 🦅 | Sep 26, 2022 | Jul 13, 2025 | Feb 3, 2025 | Jul 22, 2025 | 1 MB | View Media Details | ⋮ |
| <input type="checkbox"/> | The Bill of Rights: an introduction US government and civics Khan Academy | Apr 27, 2025 | Apr 27, 2025 | Never | Jul 21, 2025 | | View Media Details | ⋮ |
| <input type="checkbox"/> | Student-Centered-Learning-The-Song | Jul 14, 2025 | Never | Never | Jul 14, 2025 | 6 MB | View Media Details | ⋮ |

To manage a single media item, click the media's **Options** menu [1].

To permanently delete the media, click the **Delete Permanently** link [2].

Manage Multiple Media Items



To manage multiple media items, click the item check boxes [1]. Then, click the **Options** icon [2].

To select all media in the library, click **Select All** link [3].

To permanently delete selected items, click the **Delete Permanently** link [4].

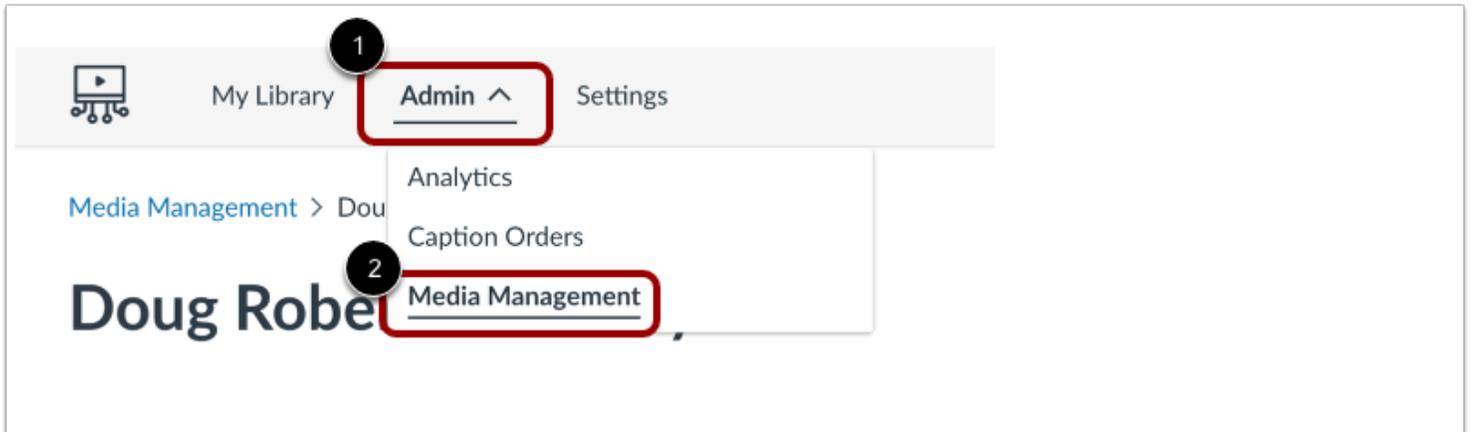
How do I assign and manage admin roles and permissions as a Studio Admin?

As a Studio Admin, you can assign and manage admin roles and permissions for other users.

Learn more about [user roles in Studio](#).

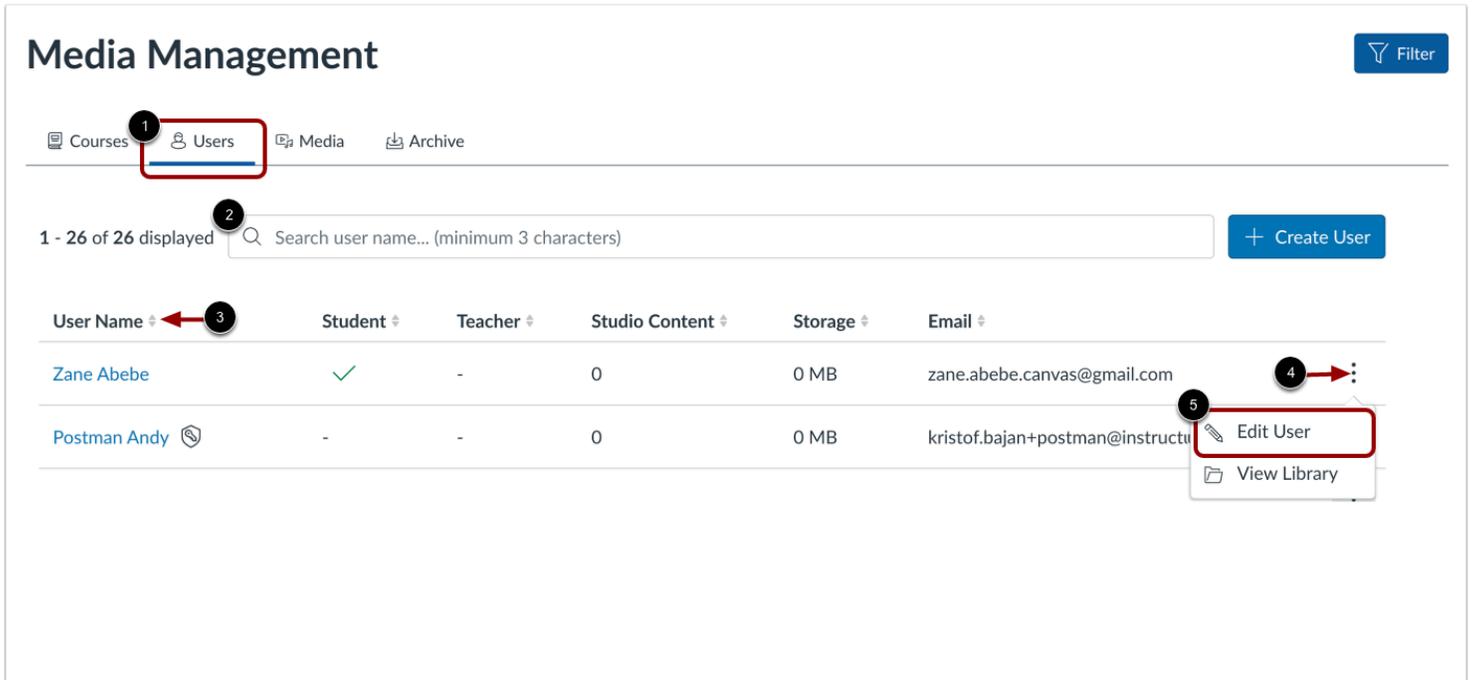
Note: You can be a Studio Admin even if you are not a Canvas Admin. As a Studio Admin, you can manage user permissions in Studio. However, you may not be able to manage permissions for users in Canvas.

Open Media Management



In the Studio navigation menu, click the **Admin** drop-down menu [1]. Then, click the **Media Management** link [2].

Select User

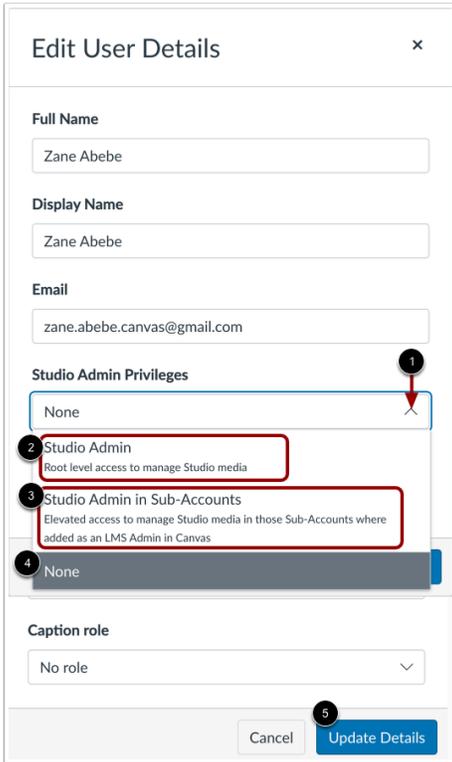


The screenshot shows the 'Media Management' interface. At the top, there are tabs for 'Courses', 'Users', 'Media', and 'Archive'. The 'Users' tab is selected and highlighted with a red box and a circled '1'. Below the tabs is a search bar with the placeholder text 'Search user name... (minimum 3 characters)' and a '+ Create User' button. A circled '2' is placed above the search bar. Below the search bar is a table with columns: 'User Name', 'Student', 'Teacher', 'Studio Content', 'Storage', and 'Email'. The 'User Name' column has a sort indicator (a left-pointing arrow) circled with a '3'. The table lists two users: 'Zane Abebe' and 'Postman Andy'. The 'Postman Andy' row has a three-dot options menu circled with a '4'. A red box highlights the 'Edit User' link in the dropdown menu, with a circled '5' next to it. The 'View Library' link is also visible below the dropdown.

In the Media Management page, click the **Users** tab [1]. To search for a user by name, enter a minimum of 3 characters of the user name in the **Search** field [2]. To sort the User Name list in alphabetic or reverse-alphabetic order, click the **User Name** sort indicator [3].

In the listing for the user you wish to edit, click the **Options** drop-down menu [4], then click the **Edit User** link [5].

Assign Admin Role



Edit User Details ×

Full Name
Zane Abebe

Display Name
Zane Abebe

Email
zane.abebe.canvas@gmail.com

Studio Admin Privileges

- None
- 2 Studio Admin
Root level access to manage Studio media
- 3 Studio Admin in Sub-Accounts
Elevated access to manage Studio media in those Sub-Accounts where added as an LMS Admin in Canvas
- 4 None

Caption role
No role

Cancel **Update Details**

In the Edit User Details menu, click the **Studio Admin Privileges** drop-down menu [1].

To assign root level access to all Studio media in the institution's account, click the **Studio Admin** option [2].

Users with sub-account admin access in Canvas inherit limited sub-account admin permissions in Studio. To enable elevated sub-account admin access on the Media Management interface (e.g. enable sub-account admins to access user libraries), click the **Studio Admin in Sub-Accounts** option [3].

To remove existing admin permissions, select the **None** option [4].

To save changes, click the **Update Details** button [5].

Note: Studio Admin access gives users access to all areas of the institution's Studio account. It is recommended that users with sub-account admin status in Canvas only be given Studio Admin in Sub-Accounts status for their own Canvas sub-accounts in Studio.

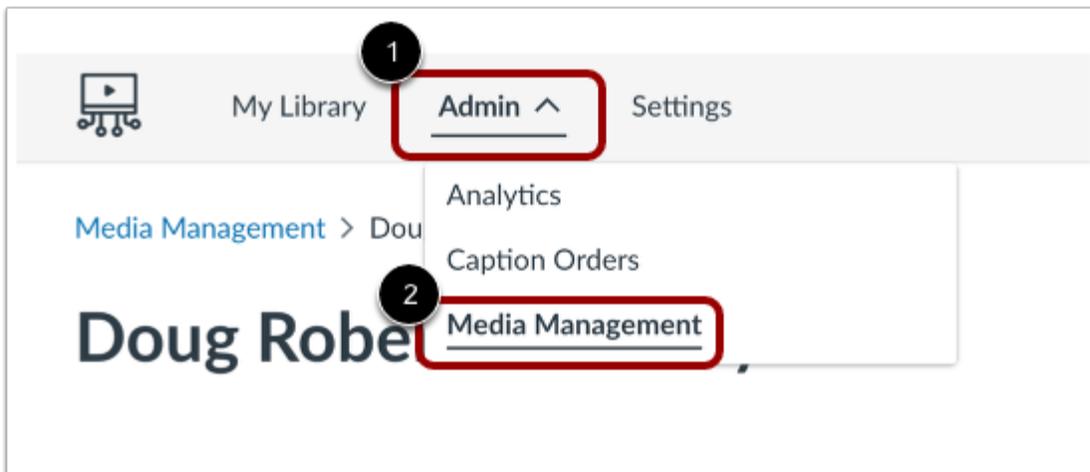
How do I view and manage my media as a Sub-Account Admin in Studio?

Studio users with [Sub-Account Admin permissions](#) in Canvas inherit limited Sub-Account Admin access in Studio by default.

In the Media Management page, Sub-Account Admins with inherited permissions can view and manage media sorted by the course(s) where it is used in the Courses tab, and by title and duration in the Media tab.

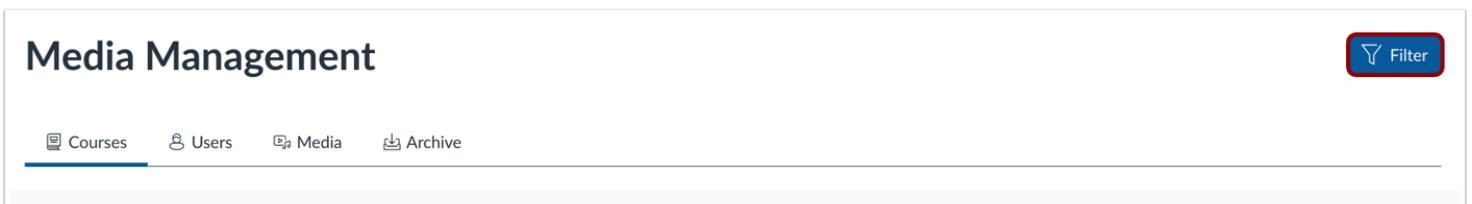
Studio admins can enable elevated access to Sub-Account Admins in Studio. Sub-Account Admins with elevated access can view more data and perform additional actions in the Media Management interface.

Open Media Management



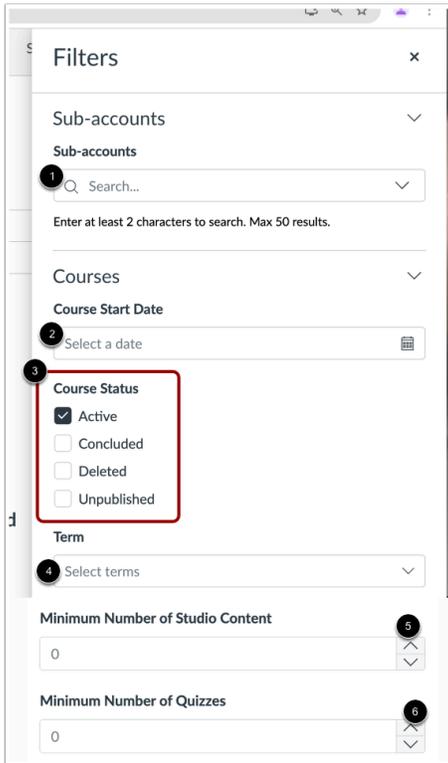
In the Studio navigation menu, click the **Admin** drop-down menu [1]. Then, click the **Media Management** link [2].

Open Filter Tray



To filter Courses or Media, click the **Filter** button.

Filter by Sub-account



In the Filter tray, to view a specific sub-account, type part of the sub-account name in the **Sub-accounts** field.

To filter by course date, enter a date in the **Course Start Date** field [2].

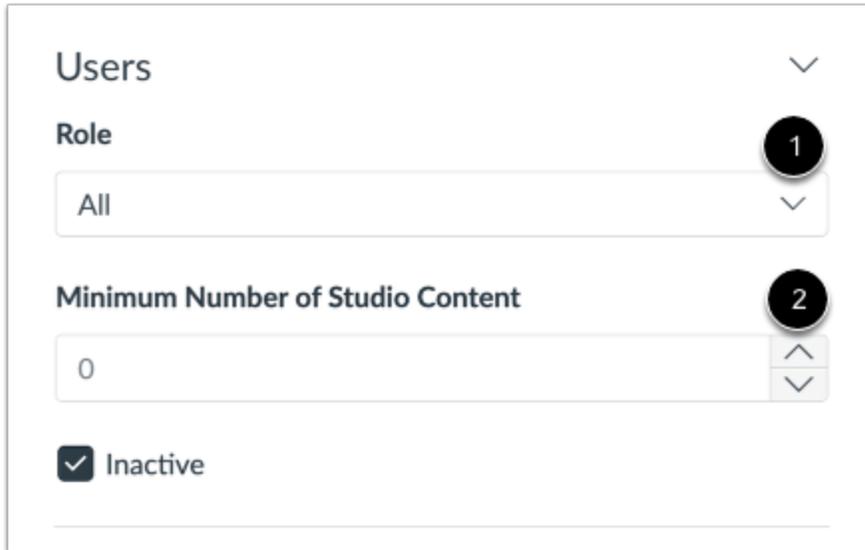
To filter by course status, click a **Course Status** check box [3].

To filter by term, click the **Term** drop-down menu [4].

To view only courses with a minimum number of Studio items, click the **Minimum Number of Studio Content** indicator [5].

To view only courses with a minimum number of Studio quizzes, click the **Minimum Number of Quizzes** indicator [6].

Filter by User



Users ∨

Role 1

All ∨

Minimum Number of Studio Content 2

0 ∧
∨

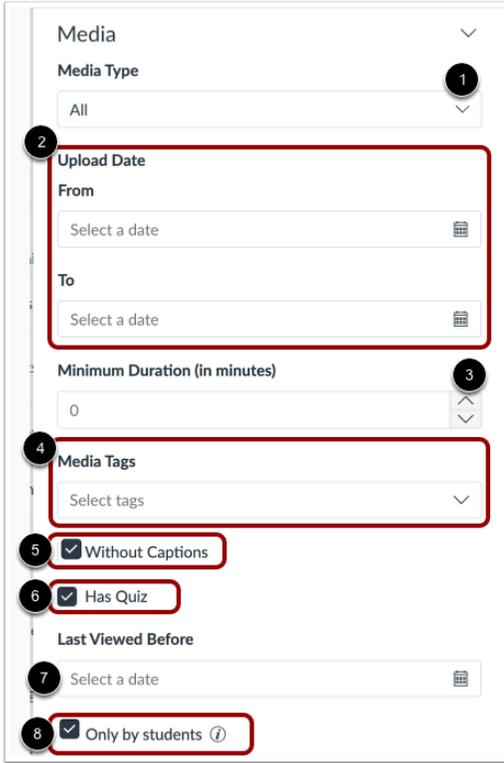
Inactive

In the Users section, to filter by role, enter all or part of a role name in the **Role** drop-down menu [1].

To view only users with a minimum amount of content, click the **Minimum Number of Studio Content** indicator [2].

To view only inactive users, click the Inactive checkbox [3].

Filter by Media Attribute



The screenshot shows the 'Media' filter panel with the following elements:

- 1**: Media Type dropdown menu (currently set to 'All').
- 2**: Upload Date section, including 'From' and 'To' date selection fields.
- 3**: Minimum Duration (in minutes) field with up/down arrows.
- 4**: Media Tags dropdown menu (currently set to 'Select tags').
- 5**: Without Captions checkbox (checked).
- 6**: Has Quiz checkbox (checked).
- 7**: Last Viewed Before date selection field.
- 8**: Only by students checkbox (checked).

To filter media by type, start entering a type in the **Media Type** drop-down menu [1].

To filter by upload date, enter dates in the **From** and **To** fields [2].

To filter by minimum duration, in the Minimum Duration (in minutes) field, click the **Duration** indicators [3].

To filter media by tags, in Media Tags section, start entering a tag name in the **Select tags** field [4].

To view only media without captions, click the **Without Captions** checkbox [5].

To view only media that includes a quiz, click the **Has Quiz** checkbox [6].

To view the date the media was last viewed, enter a date in the **Last Viewed Before** field [7].

To view only media owned by students click the **Only by Students** checkbox [8].

Apply Filters



To save your filter selections, click the **Apply** button.

View Courses

Media Management

Clear All Filters Filter

1 Courses (Filtered) 2 Media (Filtered)

1 - 6 of 6 displayed

Enter at least 3 characters to search

3 Sub-accounts (2)
4 Minimum Number of Studio Content: 2 X
5 Clear course filters

| 6 Course Name ▾ | Term ↕ | Status ↕ | Studio Content ↕ | 8 Course Media |
|------------------------------|--------------|----------|------------------|-----------------------------------|
| Victorian English Literature | Default Term | Active | 8 | View Course Media |
| Photography 1010 | Default Term | Active | 31 | View Course Media |
| Math 3 | Default Term | Active | 5 | View Course Media |
| History 101 | Default Term | Active | 14 | View Course Media |

To view courses, click the **Courses** tab [1]. If the list has been filtered, the (Filtered) notification displays [2], and filter names display [3].

To delete a single filter, click a **Delete** icon [4].

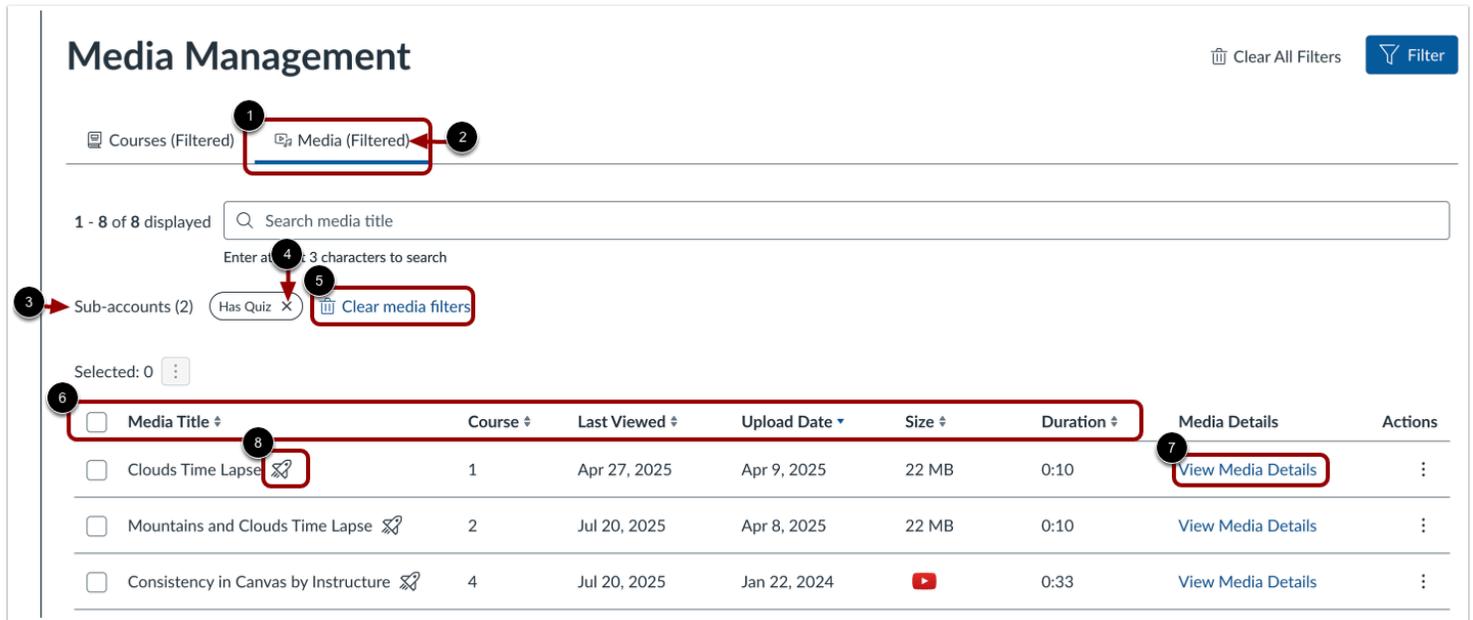
To clear all filters in the list, click the **Clear course filters** link [5].

To sort the list by course name, term, status, or number of media items the course contains, click the appropriate column header [6]. To reverse a column's alphabetic or numeric order, click the header order indicator [7].

To view a Course's media, click the **View Course Media** link [8].

Note: Courses that list Studio Content as 0 have had all media deleted.

View Media



The screenshot shows the 'Media Management' interface. At the top, there are tabs for 'Courses (Filtered)' and 'Media (Filtered)'. Below the tabs is a search bar and a filter section with 'Sub-accounts (2)' and a 'Has Quiz' filter. A table lists media items with columns for 'Media Title', 'Course', 'Last Viewed', 'Upload Date', 'Size', and 'Duration'. A 'View Media Details' link is visible for the first item.

| Media Title | Course | Last Viewed | Upload Date | Size | Duration | Media Details | Actions |
|--------------------------------------|--------|--------------|--------------|-------|----------|--------------------|---------|
| Clouds Time Lapse | 1 | Apr 27, 2025 | Apr 9, 2025 | 22 MB | 0:10 | View Media Details | ⋮ |
| Mountains and Clouds Time Lapse | 2 | Jul 20, 2025 | Apr 8, 2025 | 22 MB | 0:10 | View Media Details | ⋮ |
| Consistency in Canvas by Instructure | 4 | Jul 20, 2025 | Jan 22, 2024 | 22 MB | 0:33 | View Media Details | ⋮ |

To view all media sorted by title and duration, click the **Media** tab [1]. To view the (Filtered) notification displays [2], and filter names display [3].

To delete a single filter, click the **Delete** icon [4].

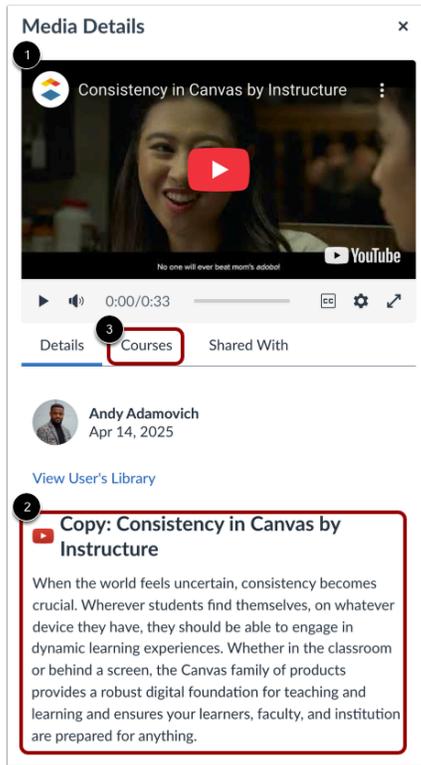
To clear all filters in the list, click the **Clear media filters** link [5].

To sort the list of media by title or duration, click the appropriate column header [6].

To view media details, click the **View Media Details** link [7].

Note: Media that includes a quiz displays the Quiz icon [8].

View Media Details



In the Media Details window, the media viewer displays [1].

By default, the Details tab displays a short description of the media [2].

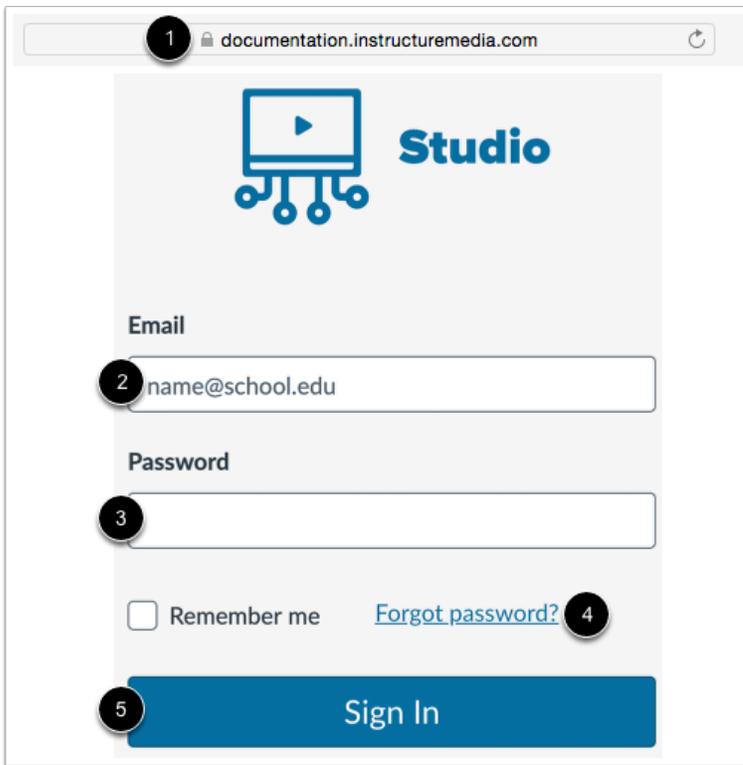
To view courses in which the media is embedded, click the **Courses** tab [3].

Studio Profile and User Settings

How do I view the Settings menu in a Canvas Studio site?

If you have access to your Canvas Studio site, you can view your Settings menu. As an admin user, your Settings menu allows you to manage settings for your institution's Studio account.

Sign in to Studio Site



In a browser window, enter the URL of your Studio account [1].

In the **Email** field [2], enter your email address. This is the email address where you received your invitation to create a Studio password.

In the **Password** field [3], enter your password. If you forgot your password, click the **Forgot password?** link [4].

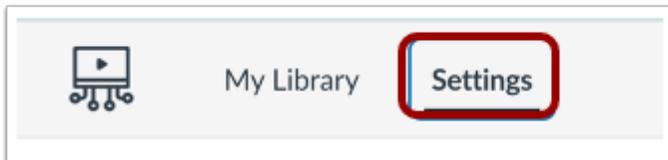
Click the **Sign In** button [5].

Notes:

- Studio sites follow a URL structure of **[your institution name].instructuremedia.com**.

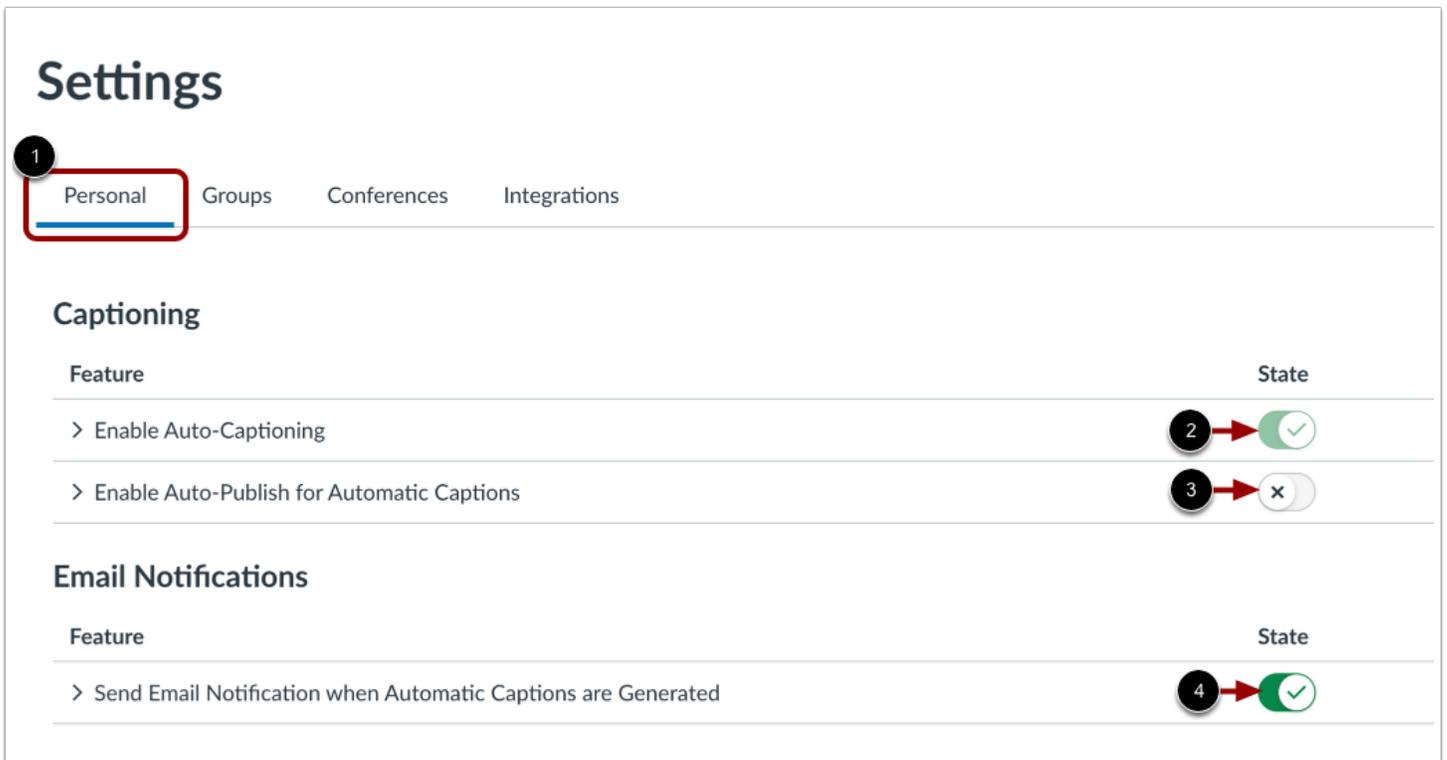
- If your institution enables Canvas authentication, you can log into your Studio site with your Canvas credentials.

Open Studio Settings



In the Studio Navigation menu, click the **Settings** tab.

View Personal Settings

A screenshot of the Canvas Settings page. The title "Settings" is at the top left. Below it are four tabs: "Personal", "Groups", "Conferences", and "Integrations". The "Personal" tab is selected and highlighted with a red box and a circled "1". Below the tabs are two sections: "Captioning" and "Email Notifications". Each section has a table of features and their states. In the "Captioning" section, "Enable Auto-Captioning" is on (green toggle with a checkmark, circled "2") and "Enable Auto-Publish for Automatic Captions" is off (grey toggle with an 'x', circled "3"). In the "Email Notifications" section, "Send Email Notification when Automatic Captions are Generated" is on (green toggle with a checkmark, circled "4").

| Feature | State |
|--|----------------------------------|
| > Enable Auto-Captioning | On (Green toggle with checkmark) |
| > Enable Auto-Publish for Automatic Captions | Off (Grey toggle with 'x') |

| Feature | State |
|---|----------------------------------|
| > Send Email Notification when Automatic Captions are Generated | On (Green toggle with checkmark) |

To view and manage your personal settings for auto-captioning and auto-publishing, click the **Personal** tab [1].

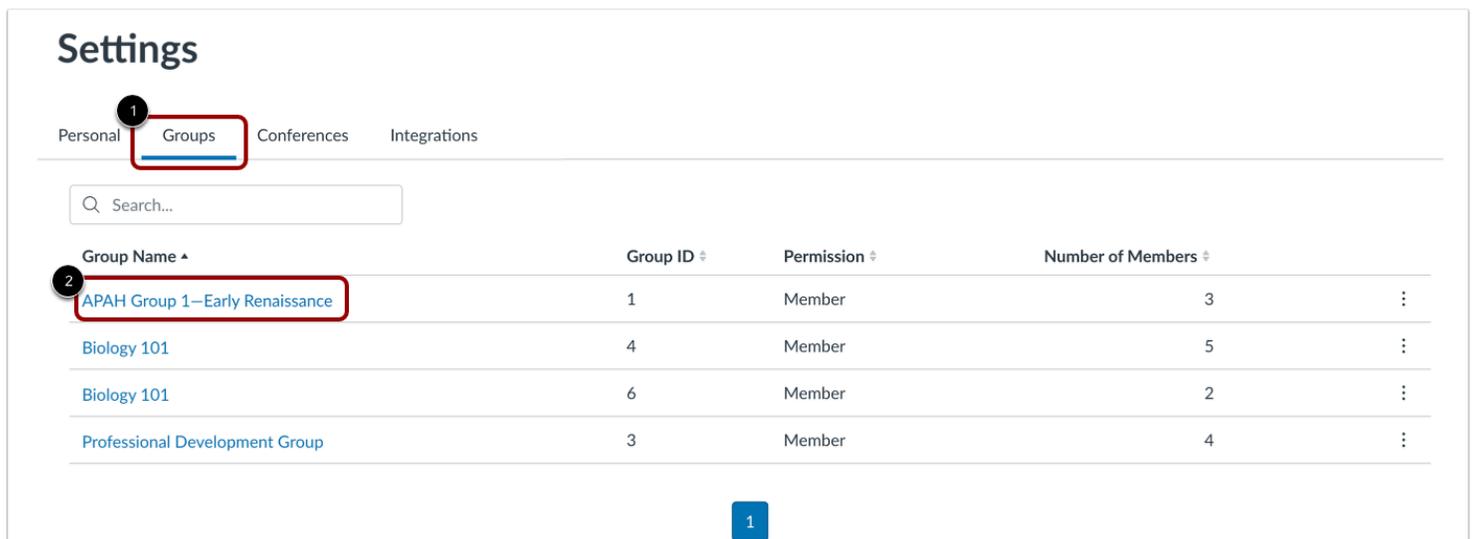
Unless it has been disabled by your district, auto-captioning is set to on by default. To disable auto-captioning for your account, click the **State** toggle off [2].

Unless it has been enabled by your district, auto-publishing for automatic captions is set to off by default. To turn on auto-publish for automatic captions, click the **State** toggle on [3].

By default, an email notification is sent when auto-captions are generated. To disable email notifications when auto-captions are generated, click the **State** toggle off [4].

Note: If a toggle displays as shaded and can't be changed, the setting has been locked by your district.

View Studio Groups



Settings

Personal **Groups** Conferences Integrations

Q Search...

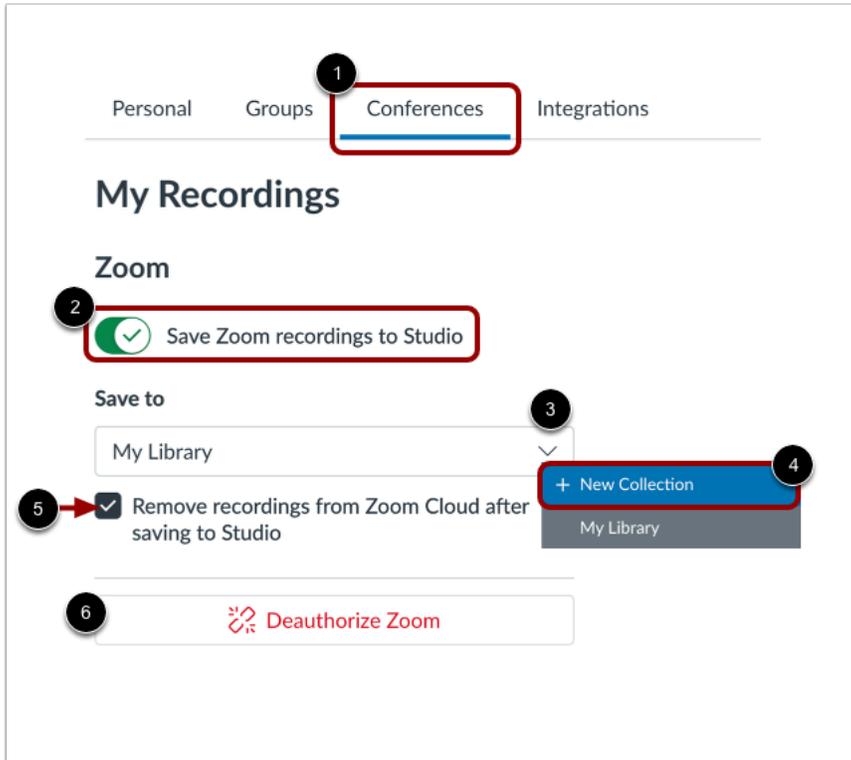
| Group Name ▾ | Group ID ▾ | Permission ▾ | Number of Members ▾ |
|---------------------------------------|------------|--------------|---------------------|
| APAH Group 1—Early Renaissance | 1 | Member | 3 |
| Biology 101 | 4 | Member | 5 |
| Biology 101 | 6 | Member | 2 |
| Professional Development Group | 3 | Member | 4 |

1

To view information about your groups, click the **Groups** tab [1].

To view more information about the group, click the group name link [2].

View Conferences



To manage Zoom recordings in Studio, click the **Conferences** link [1].

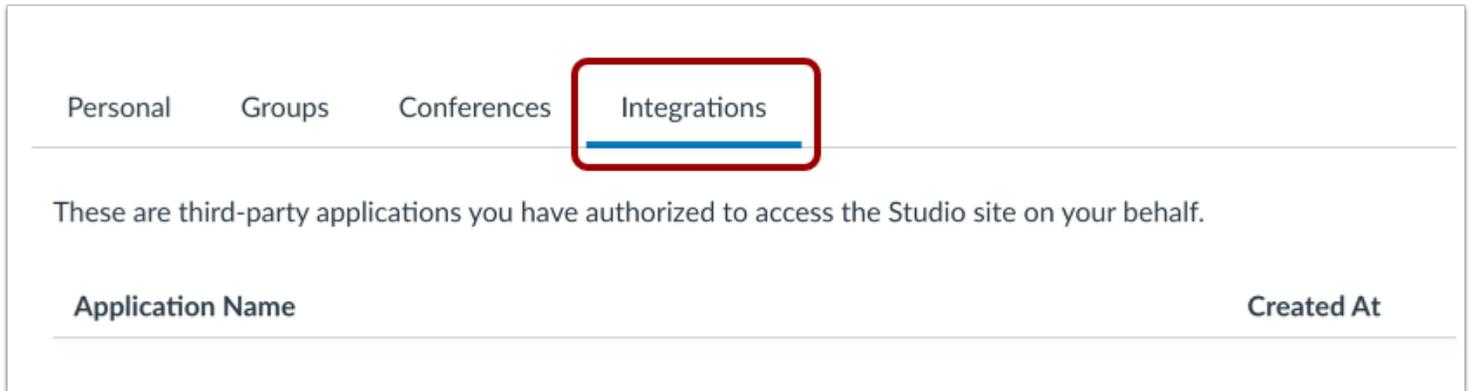
To save your Zoom recordings to Studio, click the **Save Zoom recordings to Studio** toggle on [2].

By default, Zoom recordings will be saved to your library. To save Zoom recordings to a collection, click the **Save to** drop-down menu [3], and select the **New Collection** link [4].

To delete recordings from the Zoom cloud after they are saved to your Studio account, click the **Remove recordings from Zoom Cloud after saving to Studio** checkbox [5].

To stop saving Zoom recordings to your Studio account, click the **Deauthorize Zoom** button [6].

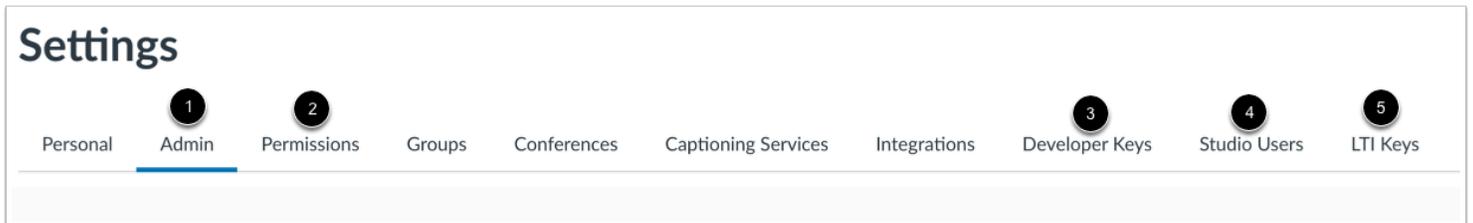
View Studio Integrations



The screenshot shows a navigation bar with tabs: Personal, Groups, Conferences, and Integrations. The Integrations tab is highlighted with a red box and a blue underline. Below the navigation bar, there is a text block: "These are third-party applications you have authorized to access the Studio site on your behalf." Below this text is a table header with two columns: "Application Name" and "Created At".

To view a list of third-party applications you have authorized to access Studio on your behalf, click the **Integrations** tab.

View Studio Admin Settings Tabs



The screenshot shows the "Settings" page with a navigation bar. The tabs are: Personal, Admin (highlighted with a blue underline and a circled 1), Permissions (with a circled 2), Groups, Conferences, Captioning Services, Integrations, Developer Keys (with a circled 3), Studio Users (with a circled 4), and LTI Keys (with a circled 5).

As an admin user, you can view additional admin settings in Studio Settings.

To manage embedding and captioning feature access for Studio users, click the **Admin** tab [1].

To view and manage [user role permissions](#), click the **Permissions** tab [2].

To view and manage [developer keys](#), click the **Developer Keys** tab [3].

To view and manage [users](#) in your Studio account, click the **Studio Users** tab [4].

To view [LTI keys](#) for your Studio account, click the **LTI Keys** tab [5].

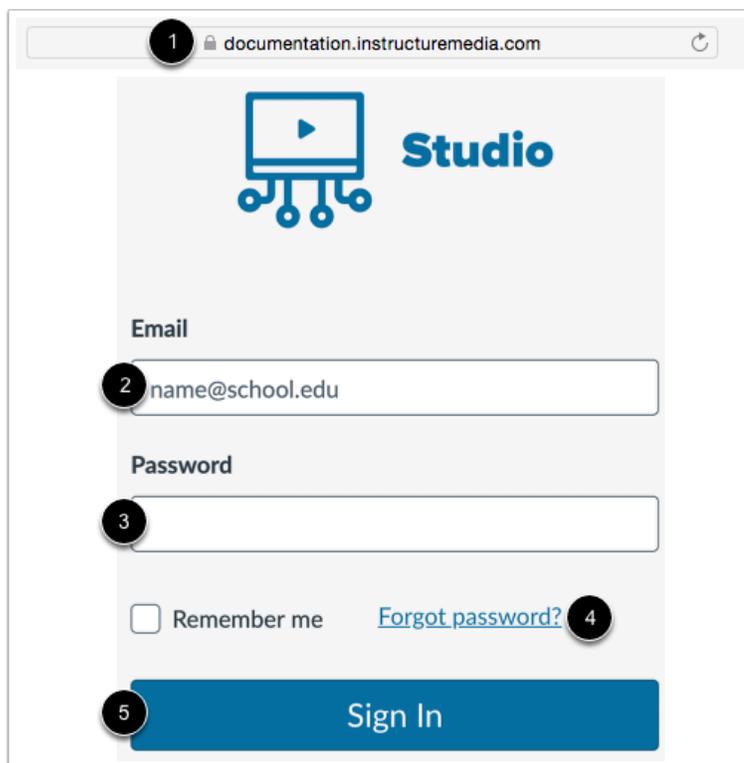
How do I enable high contrast styles in Studio?

If you need to enable high contrast styles while you are working in your Canvas Studio site, you can enable it in your user settings.

Notes:

- This setting only affects your view of the Studio site and does not affect any other users.
- If you are logged in to Studio through Canvas, high contrast styles are inherited from the Canvas account settings.
- Learn more about setting high contrast styles in Canvas [as an instructor](#), [as a student](#), or [as an observer](#).

Sign in to Studio Site



The screenshot shows a browser window with the address bar containing 'documentation.instructuremedia.com'. The page features the Canvas Studio logo (a play button on a screen with three legs) and the word 'Studio'. Below the logo are two input fields: 'Email' with the text 'name@school.edu' and 'Password'. There is a 'Remember me' checkbox and a 'Forgot password?' link. At the bottom is a blue 'Sign In' button. Five numbered callouts are present: 1 points to the address bar, 2 to the email field, 3 to the password field, 4 to the 'Forgot password?' link, and 5 to the 'Sign In' button.

In a browser window, enter the URL of your Studio account [1].

In the **Email** field [2], enter your email address. This is the email address where you received your invitation to create a Studio password.

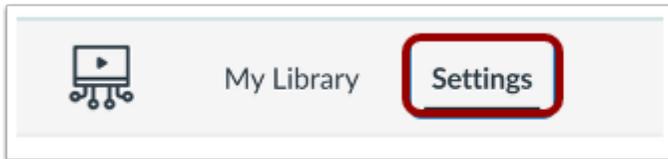
In the **Password** field [3], enter your password. If you forgot your password, click the **Forgot password?** link [4].

Click the **Sign In** button [5].

Notes:

- Studio sites follow a URL structure of **[your institution name].instructuremedia.com**.
- If your institution enables Canvas authentication, you can log into your Studio site with your Canvas credentials.

Open Studio Settings



In the Studio Navigation menu, click the **Settings** tab.

Enable High Contrast

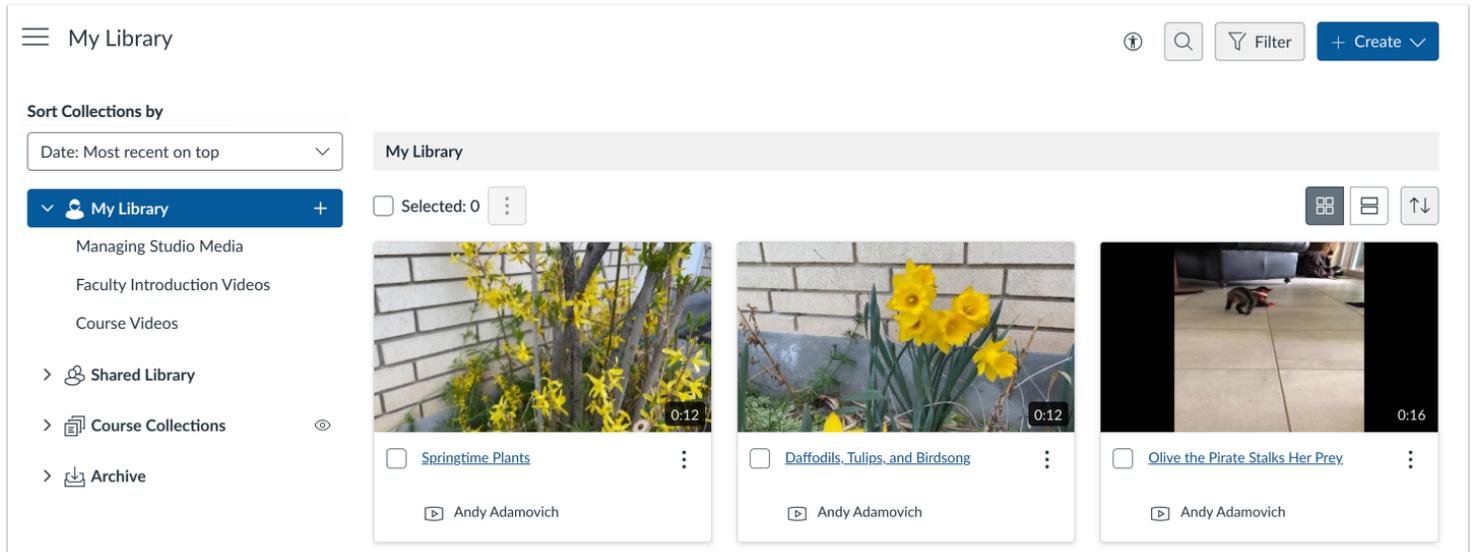
| Accessibility | |
|-----------------------------|---|
| Feature | State |
| > Enable High Contrast View |  |

| Captioning | |
|--|---|
| Feature | State |
| > Enable Auto-Captioning |  |
| > Enable Auto-Publish for Automatic Captions |  |

| Email Notifications | |
|---|--|
| Feature | State |
| > Send Email Notification when Automatic Captions are Generated |  |

Click the **Enable high contrast view** toggle on.

View Library



The screenshot displays the 'My Library' interface in Canvas Studio. At the top left, there is a hamburger menu icon and the text 'My Library'. To the right, there are icons for help, search, filter, and a '+ Create' button. Below the header, a 'Sort Collections by' dropdown menu is set to 'Date: Most recent on top'. A left-hand navigation sidebar lists 'My Library' (selected), 'Managing Studio Media', 'Faculty Introduction Videos', 'Course Videos', 'Shared Library', 'Course Collections', and 'Archive'. The main content area, titled 'My Library', shows 'Selected: 0' and three video thumbnails. Each thumbnail includes a title, a duration, and the creator's name 'Andy Adamovich'. The thumbnails are: 1. 'Springtime Plants' (0:12), 2. 'Daffodils, Tulips, and Birdsong' (0:12), and 3. 'Olive the Pirate Stalks Her Prey' (0:16). Each item has a checkbox and a three-dot menu icon.

View your Studio Library with high contrast styles.